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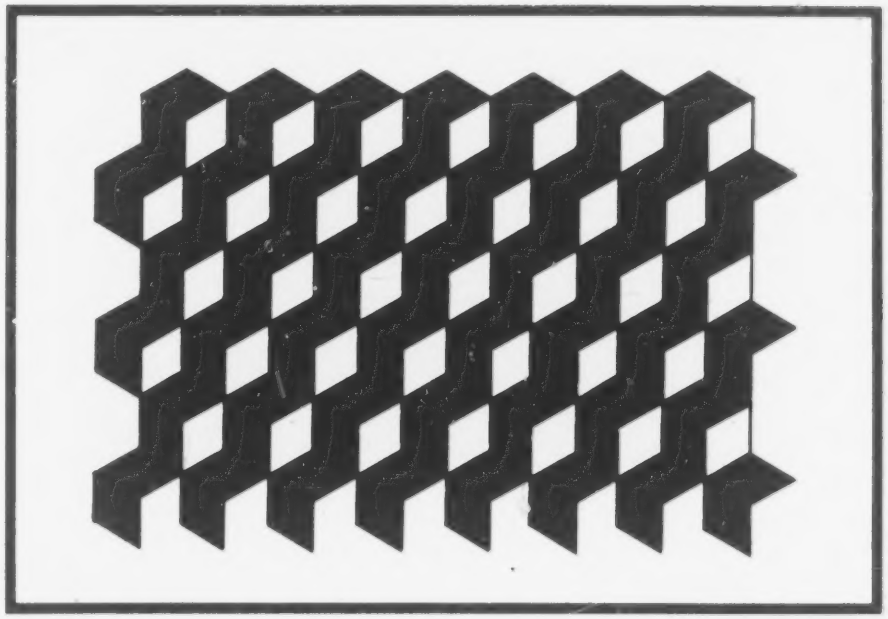
# 1985-86

# AMS Office Salaries Directory



**Salary and benefit information for office personnel in the United States and Canada**

**106 cities** **4,732 companies** **331,548 employees**

# AMS
# *39th Annual*
# Office Salaries Directory

***Salary and benefit information***
***for office employees***
***in the***
***United States and Canada***

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ADMINISTRATIVE MANAGEMENT SOCIETY
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# AMS Management Information Committee

*Objectives:*
To provide up-to-date information on various aspects of management through survey activities and to disseminate this data through appropriate society committees and members; and to make this information available to other professional organizations, managers and educators.

The AMS salary survey data shall reveal trends and the going job rate for comparable jobs in the business community. This does not include starting hire rates or salary ranges.

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# Introduction

The AMS Management Information Committee is pleased to present the results of the 39th annual salary survey of office employees. This survey is made possible through the cooperation of the vast network of AMS chapters throughout the United States and Canada.

Input has been provided by AMS member and non-member companies in the areas of local AMS chapters. All major cities are represented.

The findings give salary and benefit information for 20 key "benchmark" positions considered to be the most common for all types and sizes of companies. The jobs surveyed include 17 clerical and three word processing positions.

This directory reports weekly salary data in effect on January 18, 1985, covering 331,548 office employees in 4,732 companies in 106 cities in North America.

For each job the data includes the weighted average of weekly salaries paid, number of employees reported, number of companies reporting and the three quartile rates – first, third and median.

The quartile rates are a good indication of frequency distribution in the upper and lower range of salaries. See "Guide to Use of Survey Data" for details on the development of these figures.

Corollary information highlights latest trends in company policies on hours of work, paid vacations, holidays and unionization. Data outlines benefits provided to employees and company policies in payment of group life insurance, major medical plans, hospitalization, long-term disability, dental insurance and optical care.

The *1985-86 AMS Office Salaries Directory* is sent without charge to participating member and non-member companies.

All AMS chapters that participated in this survey are provided with detailed salary and benefit information for publication of a local salary report. In many chapters these local reports are available and include salary information by type of business.

We welcome your comments regarding the format of this survey, the positions included, and other suggestions that will make the directory a more effective management tool for determining fair, competitive salaries, personnel policies and benefits for your employees.

# Map of AMS Chapters in United States and Canada

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1 Bridgeport, Shelton, Trumbull, New Haven, Fairfield, Stamford, Norwalk, Westport
2 Des Plaines, Schaumburg, Deerfield, Oak Brook, Elmhurst
3 Davenport, IA; Moline, E. Moline, Rock Island, IL
4 Grand Rapids, Big Rapids, Wyoming, Muskegon, Zeeland
5 Norristown, Ambler, King of Prussia, Harleysville
6 Newark, East Orange, Summit, Clifton, Elizabeth, Morristown
7 Raleigh, Durham, Henderson
8 Stamford, Old Greenwich, Wilton, Danbury, Darien

# Guide To Use of Survey Data

## FOR YOUR INFORMATION

This survey presents weekly salary data for 20 "benchmark" office positions found in all types of business and industry in 106 cities throughout the United States and Canada.

## TYPES OF BUSINESS

Five categories of business are represented in the survey: 1) Manufacturing/Processing; 2) Banking/Insurance/Financial; 3) Retail/Wholesale Sales and Distribution; 4) Government Agencies (all levels); 5) All Others – Utilities, Education, Medical, Employment, etc.

## GEOGRAPHIC REGIONS

Salary data is included for all major cities and for seven geographic regions – Total United States; Eastern United States; East Central United States; West Central United States; Southern and Western United States, and Canada. As an additional service to users of the directory, a breakdown of salaries by type of business for the United States and the five regions in the United States is included.

## SALARY DATA

In addition to the average weekly salary data for each of the positions in the survey, this report gives the first quartile, the median, the third quartile, the number of companies reporting and the number of employees reported. This data is given for all cities and for the five regions in the United States, total United States and Canada.

## COROLLARY INFORMATION

The corollary information specifically identifies personnel policies and practices. Data are given on hours of work, paid holidays, vacations and company policies regarding payment of insurance benefits and pension plans.

## VALIDITY OF FIGURES

Although rates were computed for all data reported, it should be recognized that small samples cannot produce meaningful mathematical measures. An audit procedure has been accomplished to delete samples that are not statistically sound. However, this data is accumulated and reported in the category "Total all Types of Business" and in regional and national totals.

## USE OF THE SURVEY

The application of salary data and benefit information can serve the needs of AMS members and participating companies in many ways.

Some uses of the survey are:

1. Comparison of the company overall salary structure and/or specific jobs with community or area salaries, including a breakdown by type of business.
2. Comparison of company minimum rates with survey data. (See "Explanation of Statistics" and "Applying the Information.")
3. Checking for validity of company-evaluated job rankings where rankings deviate substantially from ranking in survey data.
4. Appraisal of "going" rates as the basis for establishing company salary ranges in a new formal job evaluation plan.
5. Comparison of current company practices and policies with the information in the survey, particularly in the area of benefits and corollary information.

## EXPLANATION OF STATISTICS

All increments in the salary figures shown in the survey are rounded off to the midpoint rate. The four rates shown under summary data are explained as follows:

1. Average (Arithmetic Mean) – in computing the average (arithmetic mean) for each job, the total number of employees reported for each rate is multiplied by the rate. The results of each of these calculations are totaled and divided by the number of employees whose salaries are reported for the job.
2. Quartiles – A quartile is not an average – it is a measure of position. It is an actual salary at the particular quartile position. In certain distributions, there may not be a person's salary at the quartile dividing point, in which case interpolation and rounding are used to provide a whole dollar figure.

As contrasted to averages, quartiles are not affected by the high frequency of salaries at the extremes, either at the high or low end of a distribution. Because of this characteristic, quartiles present highly acceptable figures in salary surveys where job categories are subject to personal interpretation.

First Quartile – This is the actual weekly salary paid the employee whose salary is more than one quarter and less than three quarters of all the employees reported for the job.

Median – Second Quartile – This is the actual weekly salary of the middle employee in the distribution. Half of the employees reported earn more; the other half earn less. In a perfectly balanced distribution, the median salary will be the same figure as the average (arithmetic mean).

Generally speaking, when a substantial number of salaries are reported for a job and they have been placed in the correct classification (close conformance to position description), these two figures (the median and average) will be close.

Third Quartile – This is the actual weekly salary paid the employee whose salary is more than three quarters of all the employees reported for the job.

The salaries at the First and Third Quartile show the limits of the middle 50% of employees reported. Some refer to the spread between these salaries as an "effective salary range" for the job because the salaries at the extremes are disregarded.

## APPLYING THE INFORMATION

Salary surveys must be used with great caution. A considerable amount of judgment is required in interpreting and evaluating jobs and salaries reported in the survey and making comparisons with your company.

The job descriptions used in the questionnaire are basic. They are designed to enable the respondents to include a good sample of employees with similar duties. Therefore, you should not expect the salaries in your company to be the same as the survey figures. Each of your job descriptions should be carefully compared to the most similar one in the survey.

The rates paid do not include bonus pay. Employees are not included who are normally considered to be supervisors, who are part-time workers or trainees, or whose job is unusual or non-standard.

Other factors to be considered when making comparisons are the company location (ease of access), availability of applicants, working conditions, benefit programs, etc.

Non-supervisory office workers do not usually move from city to city for better pay. It follows, then, that you are only competing for this type of employee with other firms in your own city or industrial area. Many of these workers are not bound by industry lines so that you should consider the rates paid by all types of business in your area.

## LOCAL CHAPTER REPORTS

All the AMS chapters participating in the survey are provided with information for the publication of a local salary survey report. These reports include detailed salary data for the five types of business covered by the survey, and also corollary information. In most chapters, these local reports are available to non-members on a purchase basis. If non-members require this type of information, they may contact the AMS International Headquarters at Willow Grove, Pennsylvania, to inquire about the availability of such reports.

# Position Titles and Descriptions

**A WORD PROCESSING OPERATOR** – Uses word processing equipment to input, edit, customize, and deliver medium-to-complex typed documents with established quality and time standards. Proofreads and edits own work. Incumbent is familiar with department terminology and company practices. Equipment includes the use of standalone or shared-logic word processing system utilizing a terminal. May also perform some secretarial duties.

**B SENIOR WORD PROCESSING OPERATOR** – Uses advanced word processing equipment and/or functions to produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information, including the retrieval of text and data.

**C LEAD WORD PROCESSING OPERATOR** – Leads the activities of lower-level operators. Utilizes full scope of equipment capabilities to produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data.

**D ACCOUNTING CLERK - LEVEL B** – Checks, verifies and posts journal vouchers, accounts payable vouchers, payroll, or other simple accounting data of a recurring or standard nature.

**E ACCOUNTING CLERK - LEVEL A** – Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit which requires the accounting training needed to determine proper accounting entries; reconciles entries, prepares accounting reports, analyzes accounting records to determine causes of results shown, etc. May direct work of junior clerks or bookkeepers (excludes supervisors). May include accounts payable clerk, payroll clerk, etc.

**F PAYROLL CLERK** – Prepares input for each payroll including salary adjustments, special payments, tax allocations, and employee deductions. Codes and maintains all time sheets. Prepares payroll bank deposits, and audits and balances payrolls. Assists in preparation and payment of payroll taxes. Prepares appropriate journal entries for expensing of salaries.

**G CASHIER** – Receives funds from customers and employees, disburses funds, and records monetary transactions incidental to conduct of business. Counts money to verify amounts and issues receipts for funds received. Issues change and cashes checks. Verifies balances. Endorses checks and lists, and totals cash and checks for bank deposit. Prepares bank deposit slips. Withdraws cash from bank accounts and keeps custody of cash fund. Disburses cash and writes vouchers and checks in payment of company expenditures. May prepare bank-reconciliation reports.

**H GENERAL CLERK - LEVEL B** – Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures. This is a higher-level position than a file clerk, involving a variety of routine and semi-routine duties.

**I GENERAL CLERK - LEVEL A** – Performs diverse clerical tasks requiring some analysis, judgment and a detailed knowledge of departments and/or company policies and procedures dealing with the incumbent's area of responsibility, such as claims operations, etc. Duties may require proficiency with one or more types of office equipment. Minimum supervision required.

**J FILE CLERK** – Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its disposition. Maintains and updates files according to an established system. May deliver files, copy material from files, and purge outdated material.

**K MAIL CLERK** – Sorts and opens incoming mail for distribution. Sorts, stamps and dispatches outgoing mail. May distribute and collect mail.

**L SHIPPING/RECEIVING CLERK** – Performs manual and clerical duties related to the receipt and shipment of goods. Maintains records and processes paperwork for goods received and shipped according to established procedures.

**M PURCHASING CLERK** – Draws up purchase orders. Verifies specifications of purchase requests. Searches inventory records to determine if material on hand is in sufficient quantity. Obtains prices and specifications. Compiles records, such as items purchased or transferred between departments, prices, deliveries, and inventories. Confers with suppliers concerning late deliveries. May verify bills from suppliers with bids and purchase orders.

**N SECRETARY - LEVEL B** – Performs a limited range of secretarial duties in a small company or for a supervisor in a larger firm. Duties may include taking dictation; transcribing from notes and/or dictation equipment; screening calls; making appointments; handling travel arrangements; answering routine correspondence; and maintaining filing systems.

**O SECRETARY - LEVEL A** – Performs an unlimited range of secretarial duties for middle management personnel or more than one individual. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires a knowledge of company policy.

**P EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT** – Performs a full range of secretarial and administrative duties for high-level member of executive staff. Handles project-oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and a high degree of secretarial/administrative skills.

**Q SWITCHBOARD OPERATOR/RECEPTIONIST** – Receives and directs incoming calls, greets visitors, performs basic clerical tasks.

**R CLERK TYPIST** – Produces draft and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties of minimum difficulty.

**S CUSTOMER SERVICE REPRESENTATIVE** – Provides guidance and assistance to customers regarding problems with accounts or merchandise. Duties include searching records, investigating problems/complaints, policy interpretation, response preparation and adjustment, and correction of records.

**T PHOTOCOPY MACHINE OPERATOR** – Operates and maintains photocopying equipment. Maintenance includes cleaning and performing minor repairs. Contacts service representative for major malfunctions.

# Personnel Policies

In addition to the salary data reported in this survey, other information was gathered on current personnel policies and practices that should be considered. The results are summarized here.

## HOURS OF WORK

In the United States, 64.3% of the companies reporting indicate they have a 40-hour work week; 16.3% indicate a 37½-hour work week; 9.7% work less than 37½ hours; 6.0% of the reporting companies work more than 37½ but less than 40 hours; 1.8% work over 40 hours and a few firms did not reply.

In the Eastern region of the United States, 42.9% of the reporting firms work less than 40 hours; in East Central U.S., 36.7% work less than 40 hours; in West Central U.S., 20.7% of respondents work less than 40 hours; in Southern U.S., 29.5% work less than 40 hours; and in the West, 23.7% of the responding firms work less than 40 hours a week.

In Canada, 75.6% of the companies reporting indicate a work week of 37½ hours or less; 5.9% work over 37½ hours but less than 40 hours; 16.3% work 40 hours or more; a small percentage did not answer this question.

## WORK WEEK SCHEDULES

This year questions in the survey covered three primary areas of work schedules including flextime programs, four-day work week and job sharing. In the United States, 17.5% of the respondents indicated they do have flextime programs.

When asked about a four-day week, only 3.8% indicate their office employees work four days and 3.2% of the U.S. firms said they had job sharing programs.

In Canada, 19% of the reporting firms have flextime programs; only 1.8% have a four-day work week and 3.6% said they have job sharing programs.

## HOLIDAYS

In the United States this year, 29% of the reporting companies give employees 11 or more paid holidays; 23.3% grant 10 paid holidays; 17.3% grant nine paid holidays; 26.5% give eight days or less; a small percentage did not report on holidays.

In Canada, 53% of the respondents grant 11 or more paid holidays; 22.2% give employees 10 days; 15.8% give nine; 3.2% report eight or less paid holidays; a small percentage of firms did not answer this question.

## VACATIONS

Highlights of vacation policies in the United States this year indicate that 21.2% of the respondents give one week paid vacation and 72.6% give employees two weeks paid vacation after one year of service; 76.2% grant two weeks and 18.9% indicate three weeks paid vacation after five years. A number of firms (66.8%) report a policy of three weeks after 10 years of service and 57.7% give four weeks paid vacation after 15 years of service.

In Canada, 73.3% of the participating companies grant two weeks paid vacation after one year of service; 54.3% give three weeks after five years and 66.5% give employees four weeks paid vacation after 15 years of service.

# Benefit Information and Policies on Salary Administration

This year all participating companies were asked to report on a variety of benefits provided to office employees and company policies on payment of these benefits.

**PERCENT REPORTED**

| | TOTAL U.S. | EASTERN U.S. | EAST CENTRAL U.S. | WEST CENTRAL U.S. | SOUTHERN U.S. | WESTERN U.S. | TOTAL CANADA |
|---|---|---|---|---|---|---|---|
| **PENSION PLAN** | | | | | | | |
| Paid by Company in Full | 68.4 | 71.8 | 72.4 | 65.9 | 65.6 | 62.8 | 24.4 |
| Paid by Employee in Full | 0.7 | 0.5 | 0.6 | 0.9 | 0.6 | 0.7 | 1.4 |
| Company/Employee Share Cost | 12.6 | 9.3 | 13.7 | 13.9 | 15.5 | 11.6 | 55.7 |
| No Response | 18.3 | 18.4 | 13.3 | 19.3 | 18.3 | 24.9 | 18.5 |
| **GROUP LIFE INSURANCE** | | | | | | | |
| Paid by Company in Full | 68.6 | 73.4 | 70.5 | 66.2 | 63.3 | 67.1 | 64.3 |
| Paid by Employee in Full | 2.1 | 1.8 | 0.9 | 2.3 | 2.9 | 2.8 | 2.3 |
| Company/Employee Share Cost | 24.7 | 20.0 | 24.7 | 25.9 | 30.7 | 23.7 | 27.6 |
| No Response | 4.6 | 4.8 | 3.9 | 5.6 | 3.1 | 6.4 | 5.8 |
| **HOSPITALIZATION** | | | | | | | |
| Paid by Company in Full | 47.5 | 51.8 | 51.2 | 40.3 | 43.5 | 50.7 | 63.8 |
| Paid by Employee in Full | 0.8 | 1.2 | 0.4 | 1.0 | 0.9 | 0.0 | 2.7 |
| Company/Employee Share Cost | 47.3 | 43.5 | 44.5 | 52.5 | 51.0 | 45.3 | 19.5 |
| No Response | 4.4 | 3.5 | 3.9 | 6.2 | 4.6 | 4.0 | 14.0 |
| **SURGICAL BENEFITS** | | | | | | | |
| Paid by Company in Full | 46.7 | 51.1 | 51.4 | 39.0 | 41.6 | 50.7 | 57.0 |
| Paid by Employee in Full | 0.8 | 1.1 | 0.4 | 0.9 | 1.1 | 0.0 | 2.7 |
| Company/Employee Share Cost | 46.5 | 43.2 | 43.5 | 51.4 | 49.9 | 44.8 | 13.1 |
| No Response | 6.0 | 4.6 | 4.7 | 8.7 | 7.4 | 4.5 | 27.2 |
| **MAJOR MEDICAL** | | | | | | | |
| Paid by Company in Full | 46.5 | 49.8 | 50.4 | 40.1 | 42.7 | 50.5 | 66.5 |
| Paid by Employee in Full | 1.1 | 1.6 | 0.7 | 1.2 | 1.2 | 0.5 | 0.9 |
| Company/Employee Share Cost | 47.2 | 43.9 | 43.6 | 51.9 | 51.2 | 46.0 | 16.3 |
| No Response | 5.2 | 4.7 | 5.3 | 6.8 | 4.9 | 3.0 | 16.3 |
| **LONG TERM DISABILITY** | | | | | | | |
| Paid by Company in Full | 50.7 | 53.5 | 50.9 | 51.8 | 47.6 | 47.2 | 47.5 |
| Paid by Employee in Full | 9.5 | 8.0 | 9.2 | 9.0 | 12.0 | 10.7 | 20.4 |
| Company/Employee Share Cost | 19.6 | 18.3 | 19.6 | 18.2 | 22.6 | 20.9 | 18.1 |
| No Response | 20.2 | 20.2 | 20.3 | 21.0 | 17.8 | 21.2 | 14.0 |
| **DENTAL INSURANCE** | | | | | | | |
| Paid by Company in Full | 33.6 | 34.2 | 38.1 | 27.7 | 26.1 | 46.9 | 54.8 |
| Paid by Employee in Full | 2.2 | 1.6 | 0.9 | 2.7 | 3.7 | 2.8 | 0.9 |
| Company/Employee Share Cost | 28.6 | 22.8 | 29.9 | 30.9 | 29.6 | 33.9 | 23.5 |
| No Response | 35.6 | 41.4 | 31.1 | 38.7 | 40.6 | 16.4 | 20.8 |
| **OPTICAL CARE** | | | | | | | |
| Paid by Company in Full | 8.0 | 7.9 | 9.5 | 5.7 | 4.6 | 15.2 | 35.7 |
| Paid by Employee in Full | 1.5 | 1.2 | 1.8 | 1.4 | 1.4 | 1.7 | 1.4 |
| Company/Employee Share Cost | 6.5 | 5.0 | 6.4 | 7.9 | 4.6 | 10.4 | 10.0 |
| No Response | 84.0 | 85.9 | 82.3 | 85.0 | 89.4 | 72.7 | 52.9 |

The following are other general benefits and salary administration policies.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Job Evaluation Plan | 61.4 | 60.8 | 63.5 | 60.1 | 63.3 | 59.0 | 46.6 |
| Merit Rating Plan | 63.5 | 63.8 | 66.4 | 56.3 | 69.0 | 62.6 | 45.2 |
| Salary Progression Based on Seniority | 12.9 | 10.5 | 15.8 | 15.2 | 11.1 | 12.6 | 15.8 |
| Salary Incentive Plan | 9.6 | 9.1 | 8.5 | 5.7 | 12.0 | 10.7 | 5.4 |
| Salary Deferred 401K Plan | 32.1 | 33.4 | 31.7 | 29.8 | 31.6 | 34.6 | 0.0 |
| Individual Retirement Accts. (IRAs) | 17.7 | 17.9 | 19.0 | 16.4 | 18.0 | 16.8 | 6.3 |
| Bonus Payments to Individuals | 33.5 | 35.2 | 32.7 | 27.2 | 35.5 | 39.8 | 27.1 |
| Employee Savings/Thrift Plan | 33.3 | 33.7 | 31.8 | 29.4 | 41.2 | 29.9 | 11.3 |

# Highlights – Salary Data

The average weekly salary rates reported here for the 20 positions covered by this survey are based on salaries in effect on January 18, 1985. Refer to the overall reports on the next page for further detail regarding quartile rates and total number of companies and employees for each position.

In the United States, the average weekly salary for the 20 positions is $283.00, an increase of $13.00 or 4.8% over last year's figure of $270.00. These figures are weighted by the number of employees reported for each position.

In Canada, the average weekly salary for the 20 positions is C$339.00. Canadian salary figures, as shown on the next page, are presented in Canadian funds. (Salaries for Montreal and Toronto are not included in this tabulation, since they are reported separately at the end of this directory by their respective boards of trade.)

Executive Secretaries/Administrative Assistants in both countries receive the highest weekly salaries of all the employees in the survey, earning an average of $368.00 in the United States and C$428.00 in Canada.

In the United States and Canada, the lowest paid employees in the survey are file clerks, earning $213.00 a week in the U.S. and C$270.00 a week in Canada.

The figures below indicate the percentage of increase in weekly salaries over last year's rates for the 20 positions in the United States. In some cases, a change in the mix of participants from year to year will cause inconsistencies in some of the results.

## UNITED STATES

| | 1985 | 1984 | % of Increase | | 1985 | 1984 | % of Increase |
|---|---|---|---|---|---|---|---|
| Word Processing Operator | $271 | $265 | 2.3% | Mail Clerk | $226 | $218 | 3.7% |
| Senior Word Processing Op. | $300 | – | – | Shipping/Receiving Clerk | $280 | $276 | 1.4% |
| Lead Word Processing Op. | $335 | $304 | 10.2% | Purchasing Clerk | $304 | $274 | 10.9% |
| Accounting Clerk – Level B | $266 | $253 | 5.1% | Secretary - Level B | $283 | $264 | 7.2% |
| Accounting Clerk – Level A | $317 | $295 | 7.5% | Secretary - Level A | $316 | $305 | 3.6% |
| Payroll Clerk | $307 | $293 | 4.8% | Exec. Secretary/Admin. Asst. | $368 | $357 | 3.1% |
| Cashier | $235 | $224 | 4.9% | Switchboard Oper./Recep. | $251 | $240 | 4.6% |
| General Clerk - Level B | $242 | $231 | 4.8% | Clerk Typist | $241 | $238 | 1.3% |
| General Clerk - Level A | $279 | $265 | 5.3% | Customer Service Rep. | $306 | $306 | – |
| File Clerk | $213 | $204 | 4.4% | Photocopy Machine Operator | $255 | $249 | 2.4% |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## TOTAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 271 | 300 | 335 | 266 | 317 | 307 | 235 | 242 | 279 | 213 | 226 | 280 | 304 | 283 | 376 | 368 | 251 | 241 | 306 | 255 |
| FIRST QUARTILE | 241 | 261 | 301 | 221 | 271 | 271 | 191 | 201 | 231 | 181 | 191 | 221 | 251 | 241 | 271 | 321 | 211 | 211 | 251 | 211 |
| MEDIAN | 271 | 291 | 331 | 261 | 311 | 301 | 221 | 231 | 271 | 211 | 221 | 271 | 301 | 281 | 311 | 366 | 241 | 241 | 291 | 241 |
| THIRD QUARTILE | 301 | 331 | 366 | 301 | 351 | 331 | 261 | 271 | 311 | 241 | 251 | 321 | 341 | 321 | 366 | 413 | 281 | 261 | 351 | 281 |
| NO. COMPANIES | 1317 | 786 | 628 | 2191 | 2362 | 1794 | 789 | 1750 | 1992 | 1145 | 1575 | 1204 | 1333 | 1944 | 2451 | 2535 | 2513 | 1225 | 1319 | 534 |
| NO. EMPLOYEES | 6752 | 3303 | 1417 | 12635 | 12446 | 5168 | 6851 | 27450 | 31418 | 7650 | 5850 | 4090 | 2888 | 27083 | 32128 | 15762 | 5547 | 13514 | 12670 | 1270 |

## CANADA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 316 | 358 | 350 | 312 | 375 | 358 | 301 | 302 | 340 | 270 | 293 | 364 | 377 | 356 | 373 | 428 | 304 | 303 | 330 | 354 |
| FIRST QUARTILE | 281 | 301 | 331 | 271 | 331 | 311 | 281 | 261 | 301 | 211 | 231 | 281 | 301 | 311 | 321 | 388 | 251 | 261 | 301 | 291 |
| MEDIAN | 311 | 321 | 351 | 311 | 366 | 351 | 281 | 291 | 331 | 261 | 271 | 366 | 366 | 366 | 366 | 413 | 301 | 331 | 413 | 321 |
| THIRD QUARTILE | 341 | 388 | 366 | 351 | 413 | 388 | 311 | 341 | 366 | 311 | 331 | 413 | 476 | 413 | 413 | 476 | 341 | 321 | 438 | 438 |
| NO. COMPANIES | 46 | 19 | 13 | 111 | 140 | 118 | 46 | 106 | 115 | 49 | 63 | 52 | 75 | 88 | 129 | 120 | 167 | 73 | 55 | 16 |
| NO. EMPLOYEES | 122 | 61 | 18 | 530 | 453 | 173 | 277 | 857 | 1053 | 214 | 135 | 87 | 109 | 643 | 664 | 319 | 251 | 326 | 253 | 28 |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## EASTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 280 | 318 | 340 | 267 | 319 | 313 | 229 | 250 | 288 | 216 | 227 | 278 | 303 | 290 | 330 | 386 | 256 | 235 | 291 | 258 |
| FIRST QUARTILE | 261 | 281 | 291 | 221 | 271 | 271 | 191 | 211 | 241 | 181 | 201 | 221 | 251 | 251 | 281 | 331 | 221 | 211 | 241 | 221 |
| MEDIAN | 291 | 311 | 331 | 261 | 311 | 311 | 221 | 241 | 281 | 211 | 221 | 261 | 291 | 291 | 321 | 388 | 251 | 231 | 281 | 251 |
| THIRD QUARTILE | 301 | 351 | 388 | 311 | 366 | 331 | 251 | 291 | 331 | 241 | 251 | 311 | 341 | 321 | 366 | 438 | 281 | 261 | 321 | 291 |
| NO. COMPANIES | 316 | 181 | 129 | 601 | 643 | 468 | 177 | 454 | 523 | 276 | 404 | 320 | 377 | 510 | 671 | 695 | 666 | 336 | 387 | 126 |
| NO. EMPLOYEES | 2647 | 654 | 264 | 3231 | 2966 | 1369 | 1577 | 5736 | 6144 | 1685 | 1460 | 889 | 676 | 6552 | 8343 | 4144 | 1239 | 2356 | 3015 | 251 |

## EAST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 274 | 289 | 336 | 271 | 320 | 308 | 228 | 247 | 294 | 223 | 238 | 289 | 309 | 296 | 332 | 385 | 258 | 254 | 314 | 265 |
| FIRST QUARTILE | 231 | 251 | 301 | 231 | 271 | 291 | 191 | 211 | 251 | 191 | 211 | 241 | 281 | 261 | 291 | 331 | 221 | 221 | 261 | 231 |
| MEDIAN | 271 | 291 | 341 | 261 | 321 | 301 | 211 | 241 | 291 | 221 | 241 | 281 | 301 | 301 | 331 | 388 | 251 | 251 | 301 | 261 |
| THIRD QUARTILE | 311 | 321 | 366 | 311 | 351 | 311 | 261 | 271 | 321 | 251 | 251 | 321 | 341 | 321 | 366 | 438 | 291 | 281 | 351 | 231 |
| NO. COMPANIES | 258 | 151 | 130 | 450 | 480 | 389 | 172 | 368 | 415 | 254 | 336 | 245 | 291 | 419 | 520 | 517 | 509 | 274 | 285 | 123 |
| NO. EMPLOYEES | 930 | 671 | 383 | 2369 | 2413 | 1540 | 2008 | 5993 | 6370 | 2026 | 1581 | 773 | 792 | 6353 | 6243 | 2787 | 1185 | 2925 | 2147 | 312 |

## WEST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 253 | 294 | 326 | 252 | 306 | 296 | 242 | 228 | 254 | 196 | 211 | 269 | 303 | 264 | 302 | 349 | 235 | 235 | 336 | 249 |
| FIRST QUARTILE | 211 | 241 | 271 | 221 | 261 | 251 | 201 | 191 | 211 | 161 | 171 | 201 | 231 | 221 | 251 | 291 | 191 | 201 | 261 | 201 |
| MEDIAN | 241 | 281 | 311 | 241 | 291 | 281 | 231 | 211 | 241 | 191 | 201 | 251 | 291 | 251 | 291 | 341 | 221 | 221 | 321 | 221 |
| THIRD QUARTILE | 281 | 331 | 366 | 271 | 351 | 331 | 271 | 251 | 281 | 211 | 231 | 321 | 351 | 291 | 331 | 388 | 261 | 251 | 413 | 281 |
| NO. COMPANIES | 314 | 173 | 162 | 464 | 507 | 365 | 193 | 386 | 438 | 275 | 350 | 264 | 270 | 414 | 517 | 525 | 545 | 269 | 242 | 119 |
| NO. EMPLOYEES | 1187 | 586 | 267 | 2650 | 2636 | 817 | 993 | 5431 | 5624 | 1634 | 1064 | 852 | 560 | 5227 | 5565 | 2454 | 1242 | 2750 | 2319 | 231 |

## SOUTHERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 259 | 287 | 328 | 261 | 308 | 297 | 233 | 235 | 280 | 203 | 218 | 268 | 296 | 275 | 306 | 360 | 247 | 237 | 295 | 245 |
| FIRST QUARTILE | 221 | 271 | 301 | 221 | 261 | 261 | 191 | 201 | 241 | 173 | 191 | 221 | 251 | 231 | 261 | 311 | 211 | 221 | 251 | 211 |
| MEDIAN | 251 | 271 | 321 | 261 | 301 | 291 | 211 | 231 | 271 | 191 | 211 | 271 | 291 | 271 | 301 | 351 | 241 | 241 | 281 | 241 |
| THIRD QUARTILE | 281 | 301 | 366 | 291 | 341 | 321 | 251 | 261 | 311 | 241 | 241 | 301 | 331 | 301 | 341 | 388 | 281 | 241 | 341 | 271 |
| NO. COMPANIES | 263 | 155 | 136 | 417 | 450 | 365 | 161 | 341 | 376 | 215 | 308 | 232 | 254 | 388 | 484 | 493 | 501 | 235 | 252 | 107 |
| NO. EMPLOYEES | 1168 | 916 | 354 | 2628 | 2679 | 1024 | 1531 | 6338 | 6994 | 1458 | 1204 | 1023 | 558 | 7099 | 7935 | 3279 | 1141 | 3864 | 3157 | 363 |

## WESTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 284 | 327 | 360 | 291 | 339 | 335 | 268 | 257 | 273 | 236 | 242 | 313 | 315 | 302 | 314 | 356 | 267 | 249 | 304 | 276 |
| FIRST QUARTILE | 251 | 271 | 301 | 241 | 301 | 271 | 221 | 201 | 231 | 201 | 211 | 261 | 251 | 261 | 261 | 311 | 231 | 221 | 261 | 211 |
| MEDIAN | 281 | 311 | 351 | 261 | 331 | 321 | 241 | 231 | 261 | 231 | 231 | 311 | 301 | 301 | 301 | 351 | 251 | 251 | 291 | 251 |
| THIRD QUARTILE | 301 | 388 | 413 | 321 | 388 | 388 | 311 | 291 | 291 | 281 | 271 | 331 | 366 | 341 | 366 | 388 | 291 | 261 | 341 | 311 |
| NO. COMPANIES | 166 | 126 | 71 | 259 | 282 | 207 | 86 | 201 | 240 | 125 | 177 | 143 | 141 | 213 | 259 | 305 | 293 | 111 | 153 | 59 |
| NO. EMPLOYEES | 820 | 476 | 149 | 1757 | 1752 | 418 | 742 | 3952 | 6286 | 847 | 541 | 553 | 302 | 1852 | 4042 | 3098 | 740 | 1619 | 2032 | 113 |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## TOTAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 294 | 318 | 378 | 285 | 343 | 331 | 334 | 282 | 318 | 238 | 254 | 311 | 311 | 321 | 355 | 400 | 270 | 277 | 323 | 288 |
| FIRST QUARTILE | 251 | 271 | 331 | 241 | 291 | 271 | 261 | 231 | 261 | 201 | 211 | 251 | 251 | 281 | 301 | 351 | 231 | 231 | 261 | 251 |
| MEDIAN | 281 | 321 | 388 | 271 | 331 | 311 | 321 | 261 | 311 | 231 | 241 | 301 | 301 | 311 | 351 | 388 | 261 | 261 | 311 | 271 |
| THIRD QUARTILE | 321 | 366 | 413 | 321 | 388 | 388 | 388 | 311 | 351 | 271 | 281 | 366 | 351 | 366 | 388 | 476 | 301 | 311 | 366 | 311 |
| NO. COMPANIES | 289 | 157 | 112 | 719 | 791 | 655 | 129 | 523 | 642 | 239 | 383 | 433 | 552 | 566 | 781 | 775 | 807 | 335 | 491 | 114 |
| NO. EMPLOYEES | 823 | 595 | 233 | 2732 | 2920 | 1277 | 175 | 3531 | 4538 | 604 | 809 | 1035 | 1032 | 4855 | 6935 | 3532 | 1144 | 1303 | 2013 | 221 |

BANKING/INSURANCE/FINANCIAL

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 249 | 290 | 317 | 240 | 287 | 286 | 215 | 215 | 255 | 191 | 205 | 236 | 282 | 270 | 305 | 364 | 235 | 219 | 274 | 225 |
| FIRST QUARTILE | 211 | 251 | 281 | 211 | 251 | 251 | 191 | 191 | 221 | 171 | 181 | 201 | 231 | 231 | 261 | 311 | 201 | 191 | 241 | 201 |
| MEDIAN | 241 | 281 | 311 | 231 | 281 | 281 | 211 | 211 | 251 | 181 | 201 | 231 | 271 | 261 | 301 | 366 | 231 | 211 | 271 | 221 |
| THIRD QUARTILE | 281 | 321 | 351 | 261 | 321 | 321 | 231 | 231 | 281 | 211 | 221 | 261 | 321 | 301 | 341 | 413 | 251 | 241 | 301 | 251 |
| NO. COMPANIES | 377 | 248 | 187 | 420 | 448 | 316 | 211 | 414 | 443 | 402 | 437 | 203 | 221 | 409 | 492 | 511 | 510 | 310 | 342 | 121 |
| NO. EMPLOYEES | 1470 | 769 | 360 | 2574 | 2599 | 630 | 4657 | 8615 | 9877 | 2990 | 1928 | 443 | 289 | 4529 | 5350 | 2629 | 964 | 2522 | 5641 | 231 |

RETAIL/WHOLESALE & DISTRIBUTION

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 265 | 301 | 329 | 240 | 282 | 277 | 217 | 228 | 270 | 200 | 212 | 246 | 288 | 275 | 311 | 361 | 240 | 244 | 272 | 227 |
| FIRST QUARTILE | 211 | 241 | 281 | 201 | 241 | 231 | 171 | 201 | 231 | 171 | 181 | 181 | 241 | 241 | 271 | 321 | 201 | 201 | 231 | 201 |
| MEDIAN | 251 | 281 | 321 | 231 | 281 | 271 | 201 | 221 | 271 | 191 | 201 | 231 | 281 | 271 | 311 | 366 | 231 | 231 | 261 | 211 |
| THIRD QUARTILE | 291 | 341 | 366 | 261 | 321 | 311 | 241 | 251 | 311 | 221 | 231 | 311 | 331 | 301 | 351 | 388 | 271 | 271 | 311 | 261 |
| NO. COMPANIES | 77 | 35 | 35 | 209 | 210 | 139 | 67 | 185 | 201 | 95 | 125 | 145 | 127 | 155 | 180 | 187 | 239 | 83 | 126 | 33 |
| NO. EMPLOYEES | 197 | 75 | 48 | 1368 | 1057 | 308 | 250 | 1388 | 1251 | 235 | 323 | 606 | 329 | 851 | 1205 | 750 | 378 | 301 | 560 | 71 |

GOVERNMENT AGENCIES

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 261 | 271 | 316 | 263 | 320 | 297 | 266 | 240 | 267 | 238 | 240 | 273 | 307 | 268 | 290 | 334 | 250 | 244 | 316 | 256 |
| FIRST QUARTILE | 241 | 271 | 301 | 231 | 281 | 291 | 241 | 211 | 231 | 211 | 241 | 251 | 301 | 241 | 251 | 301 | 231 | 231 | 281 | 221 |
| MEDIAN | 261 | 271 | 311 | 261 | 321 | 301 | 261 | 241 | 271 | 241 | 241 | 271 | 301 | 271 | 281 | 341 | 251 | 241 | 301 | 261 |
| THIRD QUARTILE | 281 | 271 | 331 | 281 | 351 | 311 | 301 | 261 | 291 | 261 | 241 | 301 | 311 | 301 | 321 | 351 | 271 | 251 | 351 | 281 |
| NO. COMPANIES | 61 | 27 | 33 | 91 | 104 | 80 | 60 | 85 | 82 | 44 | 59 | 42 | 59 | 97 | 115 | 112 | 77 | 75 | 25 | 33 |
| NO. EMPLOYEES | 869 | 627 | 330 | 1662 | 2037 | 1274 | 385 | 6039 | 7525 | 1677 | 975 | 722 | 493 | 5479 | 6396 | 3547 | 516 | 5594 | 488 | 278 |

ALL OTHERS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 278 | 314 | 344 | 281 | 325 | 312 | 287 | 260 | 300 | 219 | 232 | 291 | 310 | 281 | 317 | 375 | 250 | 239 | 347 | 259 |
| FIRST QUARTILE | 251 | 271 | 301 | 231 | 271 | 271 | 231 | 211 | 241 | 181 | 191 | 231 | 251 | 231 | 261 | 321 | 211 | 211 | 281 | 201 |
| MEDIAN | 281 | 291 | 331 | 271 | 321 | 311 | 271 | 251 | 291 | 221 | 231 | 271 | 301 | 271 | 311 | 366 | 241 | 231 | 341 | 241 |
| THIRD QUARTILE | 301 | 366 | 388 | 321 | 366 | 331 | 321 | 291 | 351 | 251 | 261 | 331 | 351 | 321 | 366 | 438 | 281 | 271 | 413 | 301 |
| NO. COMPANIES | 513 | 319 | 261 | 752 | 809 | 604 | 322 | 543 | 624 | 365 | 571 | 381 | 374 | 717 | 883 | 950 | 880 | 422 | 335 | 233 |
| NO. EMPLOYEES | 3393 | 1237 | 446 | 4299 | 3833 | 1679 | 1384 | 7877 | 8227 | 2144 | 1815 | 1284 | 745 | 11369 | 12240 | 5304 | 2545 | 3794 | 3968 | 469 |

| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

## EASTERN U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 292 | 347 | 381 | 287 | 348 | 333 | 336 | 281 | 320 | 242 | 252 | 312 | 305 | 318 | 353 | 400 | 273 | 257 | 313 | 280 |
| FIRST QUARTILE | 261 | 311 | 331 | 241 | 291 | 281 | 291 | 231 | 271 | 201 | 211 | 261 | 251 | 281 | 311 | 351 | 231 | 231 | 261 | 251 |
| MEDIAN | 281 | 341 | 388 | 271 | 331 | 311 | 321 | 271 | 311 | 241 | 241 | 301 | 291 | 311 | 351 | 388 | 261 | 261 | 311 | 271 |
| THIRD QUARTILE | 311 | 366 | 438 | 311 | 413 | 388 | 388 | 311 | 366 | 271 | 281 | 366 | 341 | 341 | 388 | 476 | 301 | 271 | 366 | 311 |
| NO. COMPANIES | 97 | 46 | 30 | 260 | 282 | 217 | 41 | 184 | 217 | 79 | 126 | 148 | 195 | 180 | 267 | 276 | 276 | 129 | 193 | 38 |
| NO. EMPLOYEES | 319 | 238 | 87 | 882 | 1038 | 482 | 55 | 1192 | 1582 | 203 | 305 | 325 | 349 | 1547 | 2508 | 1392 | 393 | 548 | 779 | 85 |

BANKING/INSURANCE/FINANCIAL

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 258 | 291 | 313 | 244 | 291 | 278 | 218 | 219 | 260 | 196 | 212 | 242 | 300 | 281 | 319 | 383 | 238 | 221 | 277 | 228 |
| FIRST QUARTILE | 231 | 261 | 271 | 211 | 251 | 241 | 191 | 191 | 231 | 171 | 191 | 211 | 251 | 251 | 271 | 331 | 211 | 201 | 241 | 201 |
| MEDIAN | 251 | 281 | 301 | 241 | 281 | 271 | 211 | 211 | 251 | 191 | 211 | 241 | 281 | 281 | 301 | 366 | 231 | 221 | 271 | 221 |
| THIRD QUARTILE | 291 | 331 | 351 | 271 | 321 | 311 | 241 | 241 | 291 | 211 | 231 | 271 | 341 | 311 | 351 | 438 | 261 | 241 | 311 | 251 |
| NO. COMPANIES | 73 | 50 | 35 | 85 | 96 | 67 | 42 | 86 | 94 | 80 | 91 | 35 | 48 | 86 | 106 | 107 | 113 | 70 | 73 | 23 |
| NO. EMPLOYEES | 357 | 173 | 90 | 655 | 733 | 148 | 1266 | 1718 | 2118 | 670 | 520 | 84 | 78 | 1479 | 1592 | 832 | 221 | 856 | 1489 | 50 |

RETAIL/WHOLESALE & DISTRIBUTION

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 249 | 314 | 283 | 221 | 274 | 270 | 190 | 214 | 261 | 185 | 207 | 248 | 298 | 267 | 302 | 344 | 248 | 233 | 264 | 246 |
| FIRST QUARTILE | 221 | 261 | 231 | 191 | 231 | 221 | 145 | 191 | 231 | 161 | 191 | 201 | 251 | 221 | 261 | 301 | 211 | 191 | 231 | 201 |
| MEDIAN | 251 | 291 | 291 | 211 | 271 | 271 | 171 | 211 | 251 | 181 | 211 | 231 | 281 | 261 | 291 | 341 | 231 | 231 | 261 | 241 |
| THIRD QUARTILE | 281 | 331 | 341 | 251 | 311 | 301 | 211 | 231 | 281 | 201 | 221 | 311 | 341 | 301 | 331 | 366 | 281 | 271 | 281 | 271 |
| NO. COMPANIES | 22 | 8 | 7 | 56 | 58 | 36 | 14 | 45 | 49 | 29 | 37 | 42 | 32 | 40 | 50 | 51 | 61 | 24 | 35 | 5 |
| NO. EMPLOYEES | 42 | 15 | 9 | 416 | 264 | 68 | 49 | 358 | 318 | 76 | 91 | 193 | 91 | 125 | 272 | 194 | 93 | 97 | 187 | 8 |

GOVERNMENT AGENCIES

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 238 | | | 246 | 319 | 297 | 312 | 206 | 252 | 292 | 270 | 243 | 273 | 279 | 303 | 351 | 249 | 224 | | |
| FIRST QUARTILE | 211 | | | 201 | 271 | 251 | 221 | 181 | 221 | 231 | 231 | 221 | 231 | 251 | 271 | 301 | 221 | 201 | | |
| MEDIAN | 221 | | | 251 | 331 | 281 | 251 | 201 | 251 | 271 | 271 | 241 | 281 | 271 | 301 | 366 | 231 | 221 | | |
| THIRD QUARTILE | 261 | | | 271 | 351 | 311 | 476 | 221 | 281 | 321 | 321 | 251 | 311 | 301 | 331 | 388 | 281 | 251 | | |
| NO. COMPANIES | 5 | | | 8 | 8 | 6 | 3 | 6 | 6 | 2 | 4 | 2 | 4 | 7 | 8 | 10 | 6 | 6 | | |
| NO. EMPLOYEES | 22 | | | 44 | 65 | 19 | 14 | 108 | 66 | 13 | 14 | 29 | 13 | 175 | 108 | 61 | 15 | 198 | | |

ALL OTHERS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 283 | 309 | 337 | 281 | 321 | 311 | 277 | 264 | 298 | 230 | 229 | 274 | 303 | 282 | 322 | 383 | 253 | 237 | 308 | 255 |
| FIRST QUARTILE | 261 | 281 | 301 | 231 | 271 | 291 | 231 | 221 | 251 | 201 | 201 | 221 | 251 | 241 | 281 | 331 | 211 | 211 | 251 | 211 |
| MEDIAN | 291 | 291 | 321 | 281 | 311 | 331 | 271 | 271 | 291 | 221 | 231 | 261 | 291 | 281 | 321 | 388 | 251 | 231 | 301 | 241 |
| THIRD QUARTILE | 301 | 341 | 366 | 331 | 366 | 331 | 311 | 291 | 331 | 261 | 251 | 291 | 341 | 321 | 366 | 438 | 281 | 261 | 341 | 291 |
| NO. COMPANIES | 119 | 75 | 56 | 192 | 199 | 142 | 77 | 133 | 157 | 86 | 146 | 93 | 98 | 197 | 240 | 251 | 210 | 107 | 86 | 60 |
| NO. EMPLOYEES | 1907 | 226 | 68 | 1234 | 866 | 652 | 193 | 2360 | 2060 | 723 | 530 | 258 | 145 | 3226 | 3863 | 1655 | 517 | 657 | 560 | 108 |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## EAST CENTRAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 285 | 270 | 378 | 294 | 351 | 335 | 354 | 282 | 329 | 243 | 260 | 322 | 318 | 320 | 358 | 409 | 277 | 264 | 344 | 224 |
| FIRST QUARTILE | 251 | 201 | 341 | 241 | 301 | 281 | 291 | 231 | 271 | 211 | 221 | 261 | 261 | 281 | 301 | 366 | 241 | 221 | 281 | 251 |
| MEDIAN | 281 | 241 | 366 | 281 | 341 | 331 | 331 | 271 | 311 | 241 | 251 | 311 | 311 | 311 | 351 | 413 | 271 | 261 | 341 | 271 |
| THIRD QUARTILE | 311 | 331 | 413 | 341 | 413 | 388 | 413 | 311 | 386 | 271 | 291 | 388 | 366 | 366 | 413 | 476 | 311 | 301 | 388 | 331 |
| NO. COMPANIES | 65 | 44 | 32 | 170 | 172 | 155 | 31 | 124 | 151 | 56 | 102 | 98 | 125 | 137 | 183 | 178 | 182 | 81 | 113 | 51 |
| NO. EMPLOYEES | 185 | 207 | 56 | 752 | 660 | 327 | 36 | 854 | 1068 | 138 | 204 | 209 | 241 | 1270 | 1693 | 899 | 254 | 242 | 364 | 58 |

BANKING/INSURANCE/FINANCIAL

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 242 | 287 | 322 | 232 | 283 | 281 | 210 | 214 | 257 | 193 | 203 | 220 | 271 | 265 | 302 | 349 | 223 | 204 | 298 | 225 |
| FIRST QUARTILE | 201 | 251 | 281 | 201 | 241 | 241 | 181 | 191 | 221 | 161 | 171 | 191 | 221 | 231 | 261 | 301 | 191 | 181 | 231 | 191 |
| MEDIAN | 241 | 281 | 331 | 231 | 281 | 281 | 201 | 201 | 251 | 191 | 201 | 211 | 251 | 261 | 291 | 341 | 211 | 201 | 261 | 221 |
| THIRD QUARTILE | 281 | 321 | 366 | 251 | 321 | 321 | 231 | 231 | 301 | 201 | 221 | 241 | 301 | 301 | 341 | 386 | 241 | 231 | 301 | 261 |
| NO. COMPANIES | 69 | 41 | 34 | 82 | 91 | 64 | 47 | 98 | 89 | 51 | 83 | 39 | 47 | 85 | 99 | 106 | 96 | 65 | 76 | 25 |
| NO. EMPLOYEES | 263 | 134 | 79 | 347 | 496 | 126 | 1562 | 1575 | 1613 | 492 | 308 | 71 | 55 | 713 | 889 | 523 | 170 | 401 | 670 | 53 |

RETAIL/WHOLESALE & DISTRIBUTION

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 286 | 322 | 377 | 253 | 293 | 289 | 226 | 230 | 279 | 210 | 215 | 260 | 280 | 288 | 319 | 341 | 241 | 246 | 307 | 224 |
| FIRST QUARTILE | 251 | 281 | 301 | 201 | 261 | 221 | 191 | 201 | 241 | 191 | 181 | 211 | 241 | 261 | 291 | 341 | 201 | 201 | 261 | 191 |
| MEDIAN | 281 | 311 | 388 | 251 | 261 | 281 | 211 | 231 | 281 | 211 | 201 | 251 | 281 | 281 | 321 | 386 | 251 | 231 | 311 | 211 |
| THIRD QUARTILE | 321 | 366 | 413 | 311 | 321 | 341 | 271 | 261 | 311 | 231 | 221 | 291 | 311 | 311 | 351 | 436 | 271 | 241 | 351 | 261 |
| NO. COMPANIES | 18 | 6 | 6 | 34 | 37 | 25 | 13 | 29 | 31 | 21 | 24 | 21 | 19 | 27 | 34 | 30 | 39 | 14 | 24 | 8 |
| NO. EMPLOYEES | 49 | 14 | 15 | 268 | 246 | 51 | 26 | 438 | 282 | 63 | 85 | 49 | 41 | 210 | 352 | 157 | 63 | 58 | 114 | 14 |

GOVERNMENT AGENCIES

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 291 | 267 | 323 | 285 | 328 | 302 | 293 | 260 | 291 | 240 | 244 | 284 | 306 | 300 | 327 | 396 | 268 | 271 | 316 | 272 |
| FIRST QUARTILE | 261 | 271 | 311 | 261 | 311 | 301 | 261 | 241 | 271 | 211 | 241 | 251 | 301 | 291 | 301 | 366 | 241 | 241 | 301 | 251 |
| MEDIAN | 291 | 271 | 331 | 281 | 341 | 301 | 281 | 251 | 301 | 231 | 241 | 301 | 301 | 311 | 331 | 413 | 271 | 271 | 311 | 241 |
| THIRD QUARTILE | 311 | 271 | 341 | 231 | 341 | 311 | 321 | 271 | 301 | 261 | 241 | 301 | 301 | 311 | 341 | 413 | 271 | 241 | 341 | 241 |
| NO. COMPANIES | 12 | 6 | 9 | 21 | 25 | 22 | 16 | 21 | 19 | 13 | 14 | 7 | 17 | 25 | 30 | 25 | 22 | 18 | 5 | 11 |
| NO. EMPLOYEES | 99 | 43 | 159 | 279 | 385 | 795 | 127 | 1988 | 1652 | 914 | 642 | 176 | 293 | 1618 | 946 | 302 | 232 | 1363 | 209 | 97 |

ALL OTHERS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 287 | 305 | 340 | 268 | 324 | 311 | 267 | 251 | 311 | 228 | 251 | 290 | 322 | 291 | 328 | 378 | 257 | 248 | 336 | 260 |
| FIRST QUARTILE | 251 | 271 | 291 | 231 | 271 | 251 | 251 | 211 | 251 | 191 | 201 | 231 | 271 | 261 | 281 | 321 | 221 | 221 | 271 | 211 |
| MEDIAN | 281 | 291 | 331 | 261 | 311 | 301 | 281 | 241 | 301 | 231 | 231 | 271 | 311 | 281 | 321 | 366 | 251 | 231 | 331 | 251 |
| THIRD QUARTILE | 321 | 321 | 388 | 301 | 366 | 351 | 311 | 291 | 351 | 261 | 261 | 321 | 366 | 321 | 366 | 413 | 291 | 281 | 413 | 291 |
| NO. COMPANIES | 94 | 54 | 49 | 143 | 155 | 123 | 65 | 106 | 125 | 83 | 113 | 80 | 83 | 145 | 174 | 178 | 169 | 95 | 82 | 43 |
| NO. EMPLOYEES | 334 | 273 | 74 | 723 | 628 | 251 | 257 | 1138 | 1755 | 419 | 342 | 268 | 162 | 2542 | 2363 | 926 | 466 | 861 | 645 | 110 |

| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

## WEST CENTRAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 311 | 308 | 365 | 277 | 347 | 331 | 332 | 315 | 308 | 251 | 265 | 337 | 325 | 336 | 359 | 397 | 273 | 326 | 312 | 306 |
| FIRST QUARTILE | 251 | 281 | 301 | 231 | 281 | 271 | 241 | 221 | 261 | 201 | 211 | 261 | 231 | 261 | 291 | 341 | 221 | 241 | 251 | 241 |
| MEDIAN | 291 | 311 | 366 | 261 | 321 | 311 | 291 | 261 | 291 | 231 | 241 | 331 | 301 | 301 | 331 | 388 | 251 | 291 | 291 | 271 |
| THIRD QUARTILE | 366 | 331 | 438 | 311 | 413 | 388 | 413 | 501 | 341 | 281 | 281 | 388 | 388 | 438 | 438 | 476 | 301 | 476 | 389 | 331 |
| NO. COMPANIES | 64 | 30 | 29 | 127 | 148 | 119 | 26 | 97 | 117 | 55 | 76 | 75 | 95 | 112 | 146 | 135 | 153 | 66 | 79 | 21 |
| NO. EMPLOYEES | 147 | 47 | 31 | 513 | 574 | 172 | 45 | 613 | 666 | 117 | 145 | 153 | 214 | 845 | 1375 | 522 | 215 | 272 | 314 | 36 |

BANKING/INSURANCE/FINANCIAL

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 237 | 278 | 304 | 243 | 279 | 287 | 220 | 214 | 253 | 189 | 197 | 233 | 286 | 261 | 289 | 347 | 233 | 217 | 277 | 212 |
| FIRST QUARTILE | 211 | 251 | 281 | 211 | 241 | 241 | 201 | 191 | 211 | 161 | 171 | 201 | 231 | 231 | 251 | 301 | 201 | 191 | 241 | 181 |
| MEDIAN | 241 | 281 | 301 | 241 | 271 | 281 | 211 | 211 | 251 | 181 | 191 | 231 | 281 | 251 | 291 | 341 | 221 | 211 | 271 | 211 |
| THIRD QUARTILE | 261 | 301 | 321 | 271 | 311 | 321 | 241 | 231 | 281 | 201 | 221 | 251 | 331 | 291 | 321 | 388 | 251 | 241 | 311 | 241 |
| NO. COMPANIES | 96 | 55 | 53 | 109 | 110 | 77 | 51 | 102 | 114 | 103 | 111 | 57 | 59 | 97 | 117 | 119 | 126 | 76 | 72 | 34 |
| NO. EMPLOYEES | 399 | 169 | 82 | 627 | 467 | 115 | 445 | 2098 | 2103 | 789 | 414 | 135 | 67 | 762 | 808 | 415 | 226 | 604 | 694 | 63 |

RETAIL/WHOLESALE & DISTRIBUTION

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 252 | 251 | 289 | 217 | 263 | 250 | 228 | 214 | 243 | 194 | 194 | 211 | 262 | 259 | 296 | 350 | 229 | 223 | 279 | 218 |
| FIRST QUARTILE | 201 | 201 | 251 | 201 | 221 | 211 | 211 | 191 | 191 | 171 | 171 | 181 | 201 | 221 | 251 | 291 | 201 | 201 | 221 | 201 |
| MEDIAN | 221 | 241 | 281 | 211 | 251 | 241 | 211 | 211 | 221 | 181 | 191 | 181 | 251 | 251 | 291 | 331 | 221 | 211 | 271 | 201 |
| THIRD QUARTILE | 261 | 261 | 321 | 221 | 291 | 281 | 221 | 231 | 281 | 221 | 211 | 221 | 291 | 291 | 331 | 388 | 251 | 241 | 311 | 221 |
| NO. COMPANIES | 14 | 8 | 10 | 44 | 41 | 22 | 19 | 41 | 45 | 19 | 21 | 32 | 28 | 30 | 31 | 35 | 47 | 15 | 20 | 8 |
| NO. EMPLOYEES | 59 | 23 | 12 | 215 | 178 | 59 | 46 | 161 | 190 | 43 | 61 | 188 | 58 | 142 | 166 | 115 | 75 | 39 | 54 | 32 |

GOVERNMENT AGENCIES

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 250 | 244 | 296 | 246 | 316 | 277 | 252 | 207 | 229 | 209 | 232 | 263 | 301 | 239 | 268 | 313 | 235 | 222 | 258 | 209 |
| FIRST QUARTILE | 231 | 211 | 261 | 231 | 271 | 251 | 241 | 191 | 211 | 191 | 221 | 241 | 221 | 201 | 241 | 271 | 211 | 201 | 241 | 191 |
| MEDIAN | 241 | 231 | 271 | 231 | 291 | 271 | 241 | 201 | 231 | 191 | 231 | 261 | 311 | 241 | 261 | 311 | 231 | 211 | 241 | 201 |
| THIRD QUARTILE | 261 | 261 | 301 | 261 | 366 | 301 | 251 | 221 | 241 | 231 | 251 | 291 | 366 | 271 | 291 | 341 | 251 | 231 | 241 | 211 |
| NO. COMPANIES | 21 | 7 | 9 | 23 | 30 | 24 | 17 | 23 | 24 | 14 | 13 | 10 | 17 | 25 | 33 | 31 | 23 | 20 | 4 | 7 |
| NO. EMPLOYEES | 184 | 42 | 33 | 400 | 580 | 223 | 86 | 623 | 1006 | 194 | 53 | 47 | 51 | 1088 | 823 | 307 | 66 | 654 | 32 | 22 |

ALL OTHERS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 249 | 311 | 344 | 255 | 296 | 304 | 257 | 223 | 250 | 188 | 206 | 287 | 298 | 251 | 285 | 338 | 223 | 230 | 380 | 275 |
| FIRST QUARTILE | 201 | 221 | 281 | 221 | 251 | 251 | 201 | 181 | 191 | 151 | 151 | 221 | 221 | 211 | 241 | 291 | 181 | 201 | 301 | 201 |
| MEDIAN | 241 | 311 | 341 | 251 | 291 | 291 | 261 | 211 | 241 | 161 | 201 | 251 | 291 | 241 | 281 | 331 | 221 | 211 | 413 | 231 |
| THIRD QUARTILE | 281 | 413 | 438 | 281 | 331 | 351 | 311 | 251 | 291 | 221 | 241 | 321 | 341 | 271 | 321 | 388 | 251 | 251 | 476 | 351 |
| NO. COMPANIES | 119 | 73 | 61 | 161 | 178 | 123 | 80 | 123 | 138 | 84 | 129 | 90 | 71 | 150 | 190 | 205 | 196 | 92 | 67 | 49 |
| NO. EMPLOYEES | 398 | 305 | 109 | 895 | 837 | 248 | 371 | 1936 | 1659 | 491 | 391 | 329 | 170 | 2390 | 2393 | 1095 | 660 | 1181 | 1225 | 78 |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## SOUTHERN U.S. – Salaries by Type of Business

**MANUFACTURING/PROCESSING**

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 290 | 338 | 387 | 277 | 323 | 318 | 318 | 259 | 309 | 212 | 238 | 295 | 297 | 318 | 340 | 382 | 259 | 284 | 318 | 275 |
| FIRST QUARTILE | 251 | 301 | 351 | 241 | 291 | 271 | 251 | 231 | 271 | 145 | 211 | 251 | 251 | 281 | 291 | 331 | 221 | 241 | 271 | 241 |
| MEDIAN | 281 | 331 | 388 | 271 | 321 | 301 | 291 | 251 | 311 | 211 | 231 | 291 | 291 | 321 | 331 | 366 | 261 | 301 | 301 | 281 |
| THIRD QUARTILE | 331 | 388 | 438 | 311 | 366 | 366 | 388 | 301 | 331 | 281 | 261 | 331 | 331 | 366 | 388 | 438 | 281 | 311 | 388 | 301 |
| NO. COMPANIES | 42 | 20 | 17 | 109 | 117 | 105 | 21 | 78 | 96 | 35 | 56 | 74 | 92 | 95 | 127 | 123 | 131 | 40 | 71 | 17 |
| NO. EMPLOYEES | 135 | 72 | 54 | 419 | 426 | 204 | 29 | 684 | 828 | 119 | 117 | 249 | 159 | 940 | 942 | 519 | 193 | 211 | 329 | 31 |

**BANKING/INSURANCE/FINANCIAL**

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 239 | 280 | 320 | 231 | 279 | 285 | 207 | 211 | 257 | 183 | 197 | 219 | 264 | 251 | 286 | 347 | 228 | 212 | 262 | 231 |
| FIRST QUARTILE | 211 | 251 | 281 | 201 | 251 | 251 | 181 | 191 | 231 | 161 | 171 | 181 | 231 | 221 | 251 | 301 | 191 | 191 | 231 | 211 |
| MEDIAN | 241 | 281 | 321 | 231 | 281 | 281 | 201 | 211 | 261 | 181 | 191 | 211 | 251 | 241 | 281 | 341 | 221 | 211 | 261 | 231 |
| THIRD QUARTILE | 261 | 311 | 341 | 251 | 311 | 311 | 211 | 231 | 281 | 201 | 221 | 241 | 281 | 281 | 321 | 388 | 251 | 231 | 291 | 251 |
| NO. COMPANIES | 82 | 53 | 38 | 86 | 97 | 73 | 49 | 90 | 91 | 88 | 94 | 45 | 43 | 90 | 109 | 107 | 112 | 66 | 74 | 22 |
| NO. EMPLOYEES | 223 | 148 | 56 | 627 | 571 | 163 | 972 | 2409 | 2608 | 655 | 464 | 96 | 62 | 986 | 1200 | 536 | 194 | 415 | 1436 | 61 |

**RETAIL/WHOLESALE & DISTRIBUTION**

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 275 | 294 | 347 | 224 | 279 | 270 | 204 | 229 | 273 | 197 | 215 | 242 | 269 | 266 | 306 | 339 | 225 | 230 | 234 | 243 |
| FIRST QUARTILE | 211 | 271 | 311 | 191 | 231 | 241 | 171 | 201 | 241 | 171 | 201 | 201 | 231 | 231 | 271 | 281 | 201 | 201 | 191 | 191 |
| MEDIAN | 281 | 291 | 321 | 211 | 281 | 261 | 191 | 221 | 271 | 191 | 211 | 231 | 251 | 261 | 301 | 331 | 221 | 231 | 231 | 241 |
| THIRD QUARTILE | 321 | 341 | 388 | 251 | 311 | 301 | 231 | 251 | 311 | 231 | 231 | 281 | 291 | 281 | 331 | 366 | 261 | 241 | 271 | 281 |
| NO. COMPANIES | 12 | 7 | 8 | 39 | 41 | 31 | 12 | 41 | 44 | 17 | 27 | 26 | 26 | 32 | 38 | 41 | 52 | 20 | 24 | 8 |
| NO. EMPLOYEES | 33 | 13 | 8 | 240 | 217 | 82 | 108 | 246 | 290 | 40 | 54 | 77 | 78 | 294 | 301 | 139 | 90 | 72 | 117 | 11 |

**GOVERNMENT AGENCIES**

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 248 | 273 | 313 | 256 | 284 | 298 | 245 | 234 | 257 | 229 | 226 | 254 | 312 | 257 | 292 | 332 | 229 | 237 | 281 | 242 |
| FIRST QUARTILE | 231 | 271 | 301 | 241 | 261 | 301 | 201 | 211 | 221 | 211 | 201 | 201 | 301 | 231 | 261 | 291 | 211 | 241 | 261 | 211 |
| MEDIAN | 241 | 271 | 301 | 271 | 291 | 301 | 231 | 241 | 271 | 241 | 221 | 271 | 301 | 271 | 301 | 341 | 241 | 241 | 281 | 241 |
| THIRD QUARTILE | 261 | 271 | 331 | 271 | 311 | 311 | 291 | 251 | 271 | 241 | 241 | 301 | 341 | 281 | 311 | 366 | 251 | 241 | 301 | 251 |
| NO. COMPANIES | 18 | 8 | 10 | 26 | 28 | 21 | 20 | 25 | 24 | 10 | 20 | 16 | 17 | 31 | 31 | 33 | 21 | 25 | 12 | 13 |
| NO. EMPLOYEES | 260 | 447 | 103 | 350 | 444 | 229 | 118 | 1478 | 1400 | 326 | 192 | 316 | 113 | 2478 | 3116 | 1046 | 140 | 2359 | 158 | 148 |

**ALL OTHERS**

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 264 | 300 | 319 | 284 | 335 | 298 | 312 | 265 | 317 | 215 | 234 | 284 | 310 | 288 | 322 | 386 | 258 | 238 | 339 | 248 |
| FIRST QUARTILE | 231 | 241 | 281 | 241 | 281 | 251 | 251 | 231 | 261 | 181 | 201 | 241 | 271 | 231 | 251 | 321 | 221 | 211 | 291 | 181 |
| MEDIAN | 261 | 291 | 311 | 281 | 321 | 291 | 301 | 261 | 331 | 211 | 231 | 271 | 301 | 291 | 321 | 388 | 251 | 231 | 341 | 251 |
| THIRD QUARTILE | 291 | 341 | 366 | 311 | 388 | 331 | 413 | 311 | 366 | 251 | 271 | 311 | 331 | 331 | 388 | 476 | 281 | 281 | 366 | 291 |
| NO. COMPANIES | 109 | 67 | 63 | 157 | 167 | 135 | 59 | 107 | 121 | 65 | 111 | 71 | 76 | 140 | 179 | 189 | 185 | 84 | 71 | 47 |
| NO. EMPLOYEES | 517 | 236 | 133 | 992 | 1021 | 346 | 304 | 1521 | 1868 | 318 | 377 | 285 | 146 | 2401 | 2376 | 1039 | 524 | 807 | 1117 | 112 |

| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

## WESTERN U.S. – Salaries by Type of Business

### MANUFACTURING/PROCESSING

JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 300 | 375 | 311 | 279 | 332 | 329 | 303 | 264 | 308 | 236 | 249 | 288 | 304 | 315 | 369 | 408 | 258 | 269 | 318 | 303 |
| FIRST QUARTILE | 271 | 301 | 281 | 241 | 301 | 291 | 251 | 231 | 261 | 221 | 231 | 251 | 261 | 291 | 331 | 366 | 221 | 251 | 251 | 261 |
| MEDIAN | 291 | 413 | 301 | 271 | 321 | 321 | 291 | 261 | 311 | 231 | 251 | 271 | 301 | 311 | 366 | 413 | 261 | 261 | 301 | 291 |
| THIRD QUARTILE | 331 | 438 | 301 | 311 | 366 | 366 | 351 | 291 | 341 | 251 | 271 | 311 | 341 | 331 | 388 | 476 | 281 | 271 | 366 | 341 |
| NO. COMPANIES | 21 | 17 | 4 | 53 | 72 | 59 | 10 | 40 | 61 | 14 | 23 | 38 | 45 | 42 | 58 | 63 | 65 | 19 | 30 | 7 |
| NO. EMPLOYEES | 37 | 31 | 5 | 166 | 222 | 92 | 10 | 188 | 394 | 27 | 38 | 99 | 69 | 253 | 417 | 200 | 89 | 30 | 82 | 11 |

### BANKING/INSURANCE/FINANCIAL

JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 276 | 314 | 337 | 254 | 309 | 313 | 243 | 220 | 247 | 211 | 225 | 280 | 287 | 289 | 325 | 392 | 259 | 247 | 286 | 233 |
| FIRST QUARTILE | 251 | 271 | 291 | 211 | 281 | 261 | 211 | 201 | 221 | 181 | 191 | 221 | 231 | 251 | 291 | 351 | 231 | 211 | 251 | 201 |
| MEDIAN | 281 | 321 | 321 | 251 | 301 | 301 | 221 | 211 | 241 | 211 | 211 | 261 | 281 | 291 | 321 | 388 | 251 | 241 | 281 | 231 |
| THIRD QUARTILE | 291 | 351 | 366 | 281 | 341 | 351 | 281 | 241 | 271 | 241 | 241 | 311 | 321 | 321 | 366 | 438 | 271 | 271 | 311 | 251 |
| NO. COMPANIES | 57 | 49 | 27 | 58 | 54 | 35 | 22 | 48 | 55 | 50 | 58 | 27 | 24 | 51 | 61 | 72 | 63 | 33 | 47 | 17 |
| NO. EMPLOYEES | 228 | 145 | 44 | 318 | 334 | 78 | 412 | 815 | 1435 | 384 | 222 | 57 | 27 | 589 | 861 | 323 | 153 | 246 | 1352 | 24 |

### RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 265 | 375 | 332 | 298 | 304 | 321 | 309 | 261 | 298 | 258 | 246 | 303 | 329 | 321 | 349 | 391 | 266 | 325 | 293 | 233 |
| FIRST QUARTILE | 241 | 321 | 301 | 241 | 261 | 271 | 241 | 221 | 261 | 211 | 201 | 261 | 281 | 251 | 311 | 366 | 231 | 241 | 231 | 221 |
| MEDIAN | 251 | 351 | 311 | 281 | 301 | 301 | 321 | 241 | 301 | 221 | 231 | 321 | 331 | 291 | 366 | 388 | 251 | 291 | 291 | 221 |
| THIRD QUARTILE | 281 | 438 | 351 | 366 | 331 | 366 | 366 | 271 | 331 | 301 | 271 | 321 | 388 | 366 | 388 | 388 | 281 | 413 | 331 | 221 |
| NO. COMPANIES | 11 | 6 | 4 | 36 | 33 | 25 | 9 | 29 | 32 | 9 | 16 | 24 | 22 | 26 | 27 | 30 | 40 | 10 | 23 | 4 |
| NO. EMPLOYEES | 14 | 10 | 4 | 229 | 152 | 48 | 21 | 185 | 171 | 13 | 32 | 99 | 61 | 80 | 114 | 165 | 57 | 35 | 88 | 6 |

### GOVERNMENT AGENCIES

JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 272 | 274 | 308 | 270 | 347 | 306 | 259 | 238 | 270 | 267 | 247 | 311 | 323 | 318 | 272 | 329 | 247 | 243 | 395 | 403 |
| FIRST QUARTILE | 251 | 251 | 271 | 241 | 321 | 281 | 241 | 191 | 241 | 241 | 221 | 291 | 291 | 291 | 241 | 301 | 231 | 221 | 366 | 413 |
| MEDIAN | 281 | 261 | 291 | 261 | 331 | 301 | 251 | 221 | 261 | 281 | 241 | 321 | 321 | 321 | 271 | 331 | 251 | 251 | 413 | 413 |
| THIRD QUARTILE | 291 | 311 | 351 | 291 | 388 | 321 | 271 | 251 | 281 | 291 | 271 | 331 | 351 | 341 | 281 | 351 | 261 | 251 | 413 | 413 |
| NO. COMPANIES | 5 | 4 | 4 | 13 | 13 | 7 | 4 | 10 | 9 | 5 | 8 | 7 | 4 | 9 | 13 | 13 | 5 | 6 | 4 | 2 |
| NO. EMPLOYEES | 304 | 93 | 34 | 589 | 563 | 18 | 40 | 1842 | 3401 | 230 | 74 | 154 | 23 | 120 | 1405 | 1831 | 63 | 1020 | 89 | 11 |

### ALL OTHERS

JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 305 | 351 | 410 | 345 | 365 | 355 | 306 | 328 | 341 | 248 | 260 | 351 | 318 | 304 | 332 | 395 | 275 | 260 | 344 | 269 |
| FIRST QUARTILE | 251 | 271 | 366 | 261 | 301 | 271 | 231 | 231 | 261 | 211 | 221 | 261 | 221 | 251 | 271 | 341 | 231 | 211 | 281 | 201 |
| MEDIAN | 301 | 331 | 388 | 321 | 351 | 341 | 271 | 301 | 321 | 241 | 251 | 331 | 301 | 301 | 321 | 388 | 261 | 261 | 331 | 241 |
| THIRD QUARTILE | 331 | 413 | 476 | 438 | 413 | 438 | 366 | 438 | 413 | 251 | 301 | 438 | 366 | 351 | 388 | 476 | 311 | 301 | 388 | 311 |
| NO. COMPANIES | 72 | 50 | 32 | 99 | 110 | 81 | 41 | 74 | 83 | 47 | 72 | 47 | 46 | 85 | 100 | 127 | 120 | 43 | 49 | 29 |
| NO. EMPLOYEES | 237 | 197 | 62 | 455 | 481 | 182 | 259 | 922 | 885 | 193 | 175 | 144 | 122 | 810 | 1245 | 579 | 378 | 288 | 421 | 61 |

# Summary of Weekly Salary Levels for the Twenty Positions in the United States

This table summarizes the salary levels for all of the participating companies in the United States. The data reflects the total number of employees reported by position titles at the various levels of weekly compensation rates.

An "A" has been placed to the left of the number of employees that fall in the salary level representing the average weekly salary of all the employees reported in that particular job category.

For easy reference, the shaded figures for each job category indicate the number of employees by consecutive salary levels that represent the range from the first quartile to the third quartile inclusively (the middle 50%).

For example, by referring to the position of Accounting Clerk A you can determine that of a total of 12,446 employees reported, 873 received a weekly salary between $316 and $325, and the average of $317 falls within this range. The shaded area covers the salaries between $266 and $355, which includes the first quartile rate of $271 and the third quartile rate of $351.

Looking at the position of Executive Secretary/ Administrative Assistant you can determine that of a total of 15,762 employees reported, 1,480 employees received a base salary of $356 and $375, and the average weekly salary of $368 falls within this range. The shaded area covers base weekly salaries between $316 and $425, and the first quartile salary of $321 and the third quartile salary of $413 fall within this range.

This procedure can be applied to each position in the survey.

| A | B | C | D | E | F |
|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK |

| ANNUAL SALARY LEVEL | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| UNDER-145 | 12 | 8 | 1 | 31 | 13 | 5 |
| 146-155 | 11 | 4 | - | 45 | 3 | 3 |
| 156-165 | 13 | 3 | 2 | 108 | 7 | 13 |
| 166-175 | 57 | 2 | - | 170 | 18 | 17 |
| 176-185 | 123 | 38 | 2 | 257 | 55 | 35 |
| 186-195 | 98 | 30 | 10 | 497 | 78 | 36 |
| 196-205 | 221 | 148 | 2 | 608 | 196 | 86 |
| 206-215 | 303 | 50 | 1 | 802 | 239 | 100 |
| 216-225 | 283 | 62 | 9 | 858 | 314 | 116 |
| 226-235 | 317 | 68 | 16 | 976 | 352 | 152 |
| 236-245 | 591 | 111 | 27 | 948 | 440 | 199 |
| 246-255 | 537 | 138 | 33 | 906 | 504 | 270 |
| 256-265 | 594 | 180 | 42 | 1052 | 725 | 224 |
| 266-275 | A 467 | 531 | 64 | A 818 | 769 | 289 |
| 276-285 | 541 | 197 | 69 | 746 | 715 | 314 |
| 286-295 | 445 | 311 | 73 | 604 | 764 | 342 |
| 296-305 | 1095 | A 161 | 146 | 460 | 832 | 615 |
| 306-315 | 251 | 192 | 111 | 433 | 685 | A 602 |
| 316-325 | 171 | 140 | 76 | 308 | A 873 | 229 |
| 326-335 | 139 | 113 | A 123 | 590 | 709 | 381 |
| 336-345 | 91 | 110 | 103 | 198 | 636 | 131 |
| 346-355 | 89 | 134 | 73 | 158 | 466 | 144 |
| 356-375 | 125 | 124 | 113 | 247 | 762 | 179 |
| 376-400 | 81 | 120 | 105 | 269 | 791 | 205 |
| 401-425 | 37 | 188 | 71 | 245 | 517 | 103 |
| 426-450 | 29 | 70 | 69 | 138 | 337 | 159 |
| 451-500 | 22 | 46 | 52 | 81 | 362 | 120 |
| 501-OVER | 9 | 24 | 24 | 82 | 284 | 99 |
| TOTAL EMPLOYEES | 6752 | 3303 | 1417 | 12635 | 12446 | 5168 |

| CASHIER | GENERAL CLERK-LEVEL B | GENERAL CLERK-LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

NUMBER OF EMPLOYEES BY JOB RATE

| G | H | I | J | K | L | M | N | O | P | Q | R | S | T | TOTAL NUMBER OF EMPLOYEES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 49 | 205 | 76 | 144 | 62 | 30 | 4 | 52 | 20 | 10 | 49 | 50 | 25 | 10 | 855 |
| 132 | 380 | 47 | 510 | 205 | 18 | 1 | 30 | 5 | 1 | 36 | 65 | 35 | 14 | 1546 |
| 146 | 626 | 164 | 521 | 215 | 43 | 6 | 54 | 15 | - | 67 | 192 | 48 | 32 | 2275 |
| 468 | 948 | 375 | 525 | 330 | 125 | 9 | 174 | 21 | 6 | 200 | 445 | 99 | 23 | 4012 |
| 446 | 1594 | 482 | 640 | 372 | 208 | 31 | 301 | 53 | 5 | 171 | 427 | 137 | 52 | 5429 |
| 534 | 1757 | 597 | 751 | 449 | 92 | 32 | 595 | 125 | 8 | 254 | 531 | 202 | 49 | 6725 |
| 690 | 2404 | 961 | 555 | 495 | 161 | 52 | 911 | 412 | 62 | 284 | 853 | 261 | 77 | 9439 |
| 789 | 2488 | 1674 | A 722 | 459 | 197 | 80 | 1186 | 384 | 23 | 422 | 1268 | 312 | 100 | 11599 |
| 623 | 2075 | 1811 | 566 | 459 | 180 | 129 | 1147 | 716 | 41 | 466 | 1263 | 455 | 93 | 11665 |
| A 371 | 1891 | 2160 | 487 | A 428 | 184 | 150 | 1497 | 948 | 78 | 407 | 848 | 522 | 65 | 11917 |
| 366 | A 2784 | 2031 | 590 | 888 | 219 | 122 | 1578 | 1440 | 124 | 459 | A 2815 | 712 | 125 | 16569 |
| 306 | 1621 | 2088 | 369 | 306 | 257 | 149 | 1580 | 1705 | 279 | A 506 | 1162 | 716 | A 68 | 13500 |
| 377 | 1285 | 2375 | 442 | 236 | 198 | 132 | 1658 | 1567 | 294 | 378 | 602 | 674 | 94 | 13129 |
| 222 | 1377 | 2164 | 188 | 282 | 335 | 129 | 2158 | 1690 | 346 | 376 | 566 | 817 | 31 | 13675 |
| 196 | 932 | A 2423 | 158 | 143 | A 145 | 130 | A 2204 | 2315 | 522 | 283 | 974 | 727 | 101 | 13835 |
| 188 | 1174 | 1434 | 207 | 98 | 173 | 156 | 1553 | 1712 | 654 | 222 | 253 | 863 | 45 | 11271 |
| 122 | 736 | 2067 | 45 | 81 | 297 | A 418 | 1706 | 2453 | 733 | 191 | 280 | 714 | 42 | 13194 |
| 173 | 460 | 1204 | 40 | 62 | 155 | 142 | 1858 | 1760 | 726 | 166 | 196 | A 611 | 40 | 9867 |
| 122 | 307 | 1080 | 25 | 43 | 144 | 116 | 1362 | A 1747 | 698 | 104 | 138 | 503 | 14 | 8205 |
| 53 | 498 | 1421 | 53 | 40 | 186 | 120 | 987 | 1773 | 802 | 109 | 56 | 517 | 16 | 8686 |
| 63 | 557 | 516 | 30 | 21 | 91 | 117 | 794 | 1581 | 692 | 64 | 50 | 497 | 14 | 6356 |
| 60 | 150 | 688 | 12 | 37 | 53 | 107 | 882 | 1624 | 1685 | 70 | 55 | 450 | 15 | 6952 |
| 66 | 257 | 687 | 18 | 29 | 105 | 150 | 1141 | 2410 | A 1480 | 78 | 199 | 604 | 25 | 8798 |
| 60 | 180 | 1123 | 30 | 28 | 117 | 124 | 613 | 2060 | 1632 | 84 | 67 | 490 | 20 | 8199 |
| 111 | 171 | 795 | 8 | 51 | 106 | 80 | 422 | 1308 | 1414 | 39 | 58 | 414 | 31 | 6169 |
| 21 | 103 | 337 | 6 | 18 | 102 | 54 | 310 | 961 | 901 | 26 | 11 | 316 | 6 | 3974 |
| 54 | 200 | 390 | 7 | 11 | 94 | 89 | 246 | 813 | 1480 | 29 | 87 | 739 | 15 | 5037 |
| 43 | 290 | 248 | 1 | 3 | 75 | 59 | 74 | 510 | 1066 | 7 | 3 | 204 | 3 | 3103 |
| 6851 | 31418 | | 5850 | | 2888 | | 32128 | | 5547 | | 12670 | | | |
| 27450 | | 7650 | | 4090 | | 27083 | | 15762 | | 13514 | | 1270 | | 235991 |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

# CANADA

## EDMONTON, AB

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 366 | | | 352 | 408 | 379 | 404 | 320 | 367 | 300 | 327 | 338 | | 430 | 394 | 488 | 362 | 370 | 493 | |
| FIRST QUARTILE | 281 | | | 351 | 366 | 341 | 366 | 281 | 321 | 221 | 281 | 301 | | 413 | 331 | 501 | 311 | 351 | 476 | |
| MEDIAN | 341 | | | 351 | 413 | 388 | 388 | 301 | 351 | 311 | 311 | 331 | | 476 | 388 | 501 | 366 | 366 | 501 | |
| THIRD QUARTILE | 476 | | | 366 | 438 | 476 | 476 | 351 | 388 | 351 | 341 | 388 | | 476 | 438 | 501 | 388 | 388 | 501 | |
| NO. COMPANIES | 3 | | | 2 | 6 | 7 | 3 | 5 | 5 | 3 | 5 | 3 | | 7 | 8 | 5 | 7 | 5 | 2 | |
| NO. EMPLOYEES | 3 | | | 7 | 15 | 7 | 14 | 89 | 82 | 13 | 14 | 5 | | 25 | 25 | 21 | 20 | 15 | 30 | |

## HAMILTON, ON

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 329 | 458 | | 325 | 397 | 385 | 341 | 347 | 370 | 320 | 368 | 360 | 417 | 373 | 403 | 434 | 321 | 359 | 388 | 465 |
| FIRST QUARTILE | 281 | 388 | | 271 | 331 | 331 | 281 | 321 | 301 | 241 | 241 | 271 | 321 | 341 | 366 | 388 | 251 | 301 | 321 | 438 |
| MEDIAN | 331 | 501 | | 321 | 388 | 366 | 341 | 351 | 341 | 311 | 388 | 366 | 438 | 366 | 388 | 413 | 301 | 351 | 366 | 501 |
| THIRD QUARTILE | 366 | 501 | | 351 | 501 | 476 | 366 | 351 | 476 | 331 | 476 | 413 | 501 | 388 | 476 | 501 | 366 | 413 | 476 | 501 |
| NO. COMPANIES | 6 | 4 | | 22 | 33 | 25 | 7 | 24 | 28 | 10 | 12 | 13 | 18 | 24 | 31 | 27 | 40 | 18 | 12 | 2 |
| NO. EMPLOYEES | 36 | 18 | | 58 | 91 | 35 | 22 | 163 | 170 | 36 | 27 | 16 | 36 | 144 | 174 | 70 | 68 | 81 | 44 | 10 |

## KITCHENER (GRAND VALLEY), ON

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 306 | 303 | 345 | 304 | 368 | 337 | 290 | 285 | 316 | 240 | 268 | 340 | 353 | 310 | 336 | 419 | 283 | 268 | 332 | 255 |
| FIRST QUARTILE | 281 | 271 | 281 | 281 | 331 | 291 | 281 | 251 | 291 | 221 | 251 | 271 | 291 | 291 | 311 | 388 | 251 | 251 | 261 | 221 |
| MEDIAN | 311 | 291 | 366 | 311 | 351 | 331 | 281 | 291 | 311 | 241 | 261 | 301 | 341 | 311 | 331 | 413 | 281 | 271 | 301 | 271 |
| THIRD QUARTILE | 321 | 331 | 388 | 321 | 388 | 366 | 301 | 311 | 341 | 251 | 291 | 388 | 438 | 331 | 366 | 476 | 311 | 281 | 388 | 291 |
| NO. COMPANIES | 17 | 5 | 3 | 49 | 57 | 52 | 17 | 43 | 42 | 18 | 19 | 18 | 38 | 25 | 47 | 48 | 67 | 27 | 25 | 5 |
| NO. EMPLOYEES | 30 | 9 | 3 | 176 | 155 | 74 | 114 | 228 | 346 | 40 | 30 | 32 | 41 | 144 | 245 | 118 | 77 | 89 | 52 | 7 |

## LONDON, ON

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 263 | 288 | 329 | 322 | 376 | 350 | 341 | 314 | 328 | 261 | 275 | 356 | 429 | 328 | 366 | 402 | 295 | 272 | 322 | |
| FIRST QUARTILE | 251 | 281 | 321 | 321 | 341 | 311 | 331 | 271 | 281 | 201 | 261 | 241 | 438 | 271 | 341 | 351 | 241 | 221 | 271 | |
| MEDIAN | 251 | 311 | 351 | 341 | 388 | 351 | 331 | 341 | 321 | 251 | 261 | 321 | 438 | 331 | 366 | 388 | 311 | 311 | 331 | |
| THIRD QUARTILE | 261 | 321 | 351 | 341 | 413 | 388 | 341 | 366 | 388 | 311 | 301 | 501 | 476 | 366 | 388 | 476 | 331 | 311 | 331 | |
| NO. COMPANIES | 6 | 4 | 4 | 11 | 13 | 11 | 5 | 12 | 10 | 6 | 10 | 3 | 3 | 11 | 15 | 11 | 16 | 6 | 9 | |
| NO. EMPLOYEES | 15 | 9 | 6 | 37 | 37 | 16 | 8 | 81 | 42 | 14 | 14 | 6 | 7 | 44 | 41 | 38 | 26 | 17 | 41 | |

## REGINA, SK

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 346 | 395 | | 358 | 424 | 403 | 289 | 288 | 356 | 305 | 285 | 405 | 448 | 380 | 420 | 464 | 321 | 298 | 412 | |
| FIRST QUARTILE | 301 | 351 | | 351 | 413 | 366 | 271 | 251 | 311 | 241 | 231 | 351 | 413 | 366 | 366 | 438 | 271 | 271 | 413 | |
| MEDIAN | 321 | 351 | | 351 | 413 | 413 | 281 | 271 | 341 | 321 | 281 | 413 | 438 | 388 | 438 | 476 | 311 | 301 | 438 | |
| THIRD QUARTILE | 388 | 438 | | 366 | 476 | 438 | 291 | 301 | 388 | 366 | 321 | 438 | 438 | 413 | 476 | 501 | 366 | 311 | 438 | |
| NO. COMPANIES | 5 | 2 | | 11 | 16 | 8 | 7 | 5 | 9 | 6 | 5 | 6 | 4 | 10 | 10 | 13 | 15 | 7 | 4 | |
| NO. EMPLOYEES | 15 | 4 | | 123 | 57 | 15 | 105 | 161 | 159 | 37 | 26 | 6 | 4 | 208 | 98 | 24 | 27 | 65 | 73 | |

## WINNIPEG, MB

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 318 | 321 | 372 | 269 | 332 | 354 | 307 | 275 | 336 | 241 | 242 | 400 | 324 | 337 | 366 | 421 | 280 | 275 | 298 | 314 |
| FIRST QUARTILE | 281 | 301 | 351 | 241 | 291 | 281 | 251 | 231 | 291 | 211 | 211 | 366 | 241 | 291 | 311 | 388 | 251 | 251 | 281 | 261 |
| MEDIAN | 291 | 321 | 366 | 261 | 331 | 331 | 301 | 261 | 321 | 221 | 231 | 388 | 301 | 331 | 351 | 413 | 271 | 281 | 291 | 311 |
| THIRD QUARTILE | 341 | 341 | 388 | 281 | 366 | 388 | 331 | 301 | 388 | 261 | 251 | 501 | 413 | 388 | 413 | 476 | 301 | 301 | 321 | 341 |
| NO. COMPANIES | 9 | 4 | 3 | 16 | 15 | 15 | 7 | 17 | 21 | 6 | 12 | 9 | 10 | 11 | 18 | 16 | 22 | 10 | 4 | 6 |
| NO. EMPLOYEES | 23 | 21 | 5 | 129 | 98 | 26 | 14 | 135 | 254 | 74 | 24 | 22 | 19 | 78 | 81 | 48 | 33 | 59 | 13 | 8 |

# EASTERN UNITED STATES

## ALBANY, NY

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 211 | | | 184 | 214 | 227 | | 168 | 217 | | | | | 228 | 234 | 303 | 191 | | 237 | |
| FIRST QUARTILE | 191 | | | 191 | 181 | 221 | | 151 | 211 | | | | | 211 | 191 | 261 | 171 | | 231 | |
| MEDIAN | 191 | | | 191 | 181 | 221 | | 171 | 211 | | | | | 221 | 211 | 301 | 181 | | 231 | |
| THIRD QUARTILE | 201 | | | 191 | 221 | 231 | | 181 | 221 | | | | | 251 | 261 | 331 | 201 | | 251 | |
| NO. COMPANIES | 2 | | | 3 | 4 | 3 | | 2 | 2 | | | | | 3 | 3 | 5 | 4 | | 5 | |
| NO. EMPLOYEES | 4 | | | 9 | 8 | 5 | | 11 | 20 | | | | | 3 | 4 | 7 | 4 | | 18 | |

## BOSTON, MA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 276 | 325 | 322 | 239 | 287 | 279 | 282 | 220 | 260 | 224 | 215 | 275 | 286 | 313 | 328 | 386 | 264 | 232 | 315 | 248 |
| FIRST QUARTILE | 251 | 301 | 291 | 211 | 251 | 231 | 261 | 201 | 241 | 201 | 201 | 241 | 251 | 261 | 281 | 351 | 241 | 211 | 261 | 231 |
| MEDIAN | 271 | 331 | 301 | 231 | 281 | 271 | 281 | 211 | 251 | 211 | 211 | 281 | 281 | 351 | 321 | 388 | 251 | 231 | 301 | 241 |
| THIRD QUARTILE | 301 | 351 | 341 | 261 | 301 | 311 | 291 | 231 | 271 | 241 | 221 | 311 | 321 | 351 | 366 | 438 | 281 | 251 | 351 | 271 |
| NO. COMPANIES | 6 | 7 | 6 | 18 | 15 | 12 | 5 | 15 | 13 | 10 | 13 | 11 | 11 | 15 | 20 | 22 | 22 | 11 | 11 | 5 |
| NO. EMPLOYEES | 35 | 29 | 14 | 189 | 202 | 34 | 12 | 332 | 235 | 125 | 111 | 60 | 25 | 512 | 390 | 257 | 64 | 50 | 57 | 7 |

## BRIDGEPORT (GREATER), CT

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 290 | 322 | 324 | 275 | 357 | 308 | 318 | 250 | 320 | 213 | 238 | 304 | 356 | 316 | 336 | 421 | 274 | 251 | 291 | 239 |
| FIRST QUARTILE | 261 | 271 | 271 | 241 | 311 | 271 | 271 | 211 | 271 | 191 | 201 | 281 | 331 | 281 | 281 | 366 | 231 | 231 | 251 | 201 |
| MEDIAN | 281 | 291 | 301 | 271 | 366 | 301 | 301 | 251 | 301 | 201 | 221 | 301 | 351 | 311 | 341 | 413 | 271 | 261 | 281 | 251 |
| THIRD QUARTILE | 311 | 388 | 351 | 301 | 413 | 351 | 351 | 281 | 366 | 241 | 261 | 331 | 388 | 341 | 388 | 476 | 311 | 271 | 321 | 271 |
| NO. COMPANIES | 9 | 3 | 4 | 13 | 13 | 11 | 5 | 9 | 9 | 9 | 10 | 12 | 10 | 22 | 16 | 14 | 15 | 8 | 10 | 5 |
| NO. EMPLOYEES | 34 | 15 | 24 | 95 | 65 | 38 | 11 | 100 | 129 | 26 | 34 | 29 | 26 | 295 | 186 | 85 | 50 | 54 | 183 | 17 |

## BUFFALO, NY

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 260 | 250 | 313 | 239 | 265 | 299 | 209 | 240 | 280 | 207 | 223 | 244 | 261 | 258 | 289 | 348 | 248 | 224 | 281 | 266 |
| FIRST QUARTILE | 221 | 211 | 281 | 181 | 211 | 231 | 191 | 191 | 231 | 181 | 191 | 181 | 201 | 211 | 241 | 291 | 191 | 201 | 221 | 191 |
| MEDIAN | 241 | 221 | 291 | 221 | 241 | 291 | 201 | 221 | 301 | 201 | 211 | 221 | 231 | 241 | 281 | 341 | 221 | 211 | 311 | 231 |
| THIRD QUARTILE | 301 | 271 | 321 | 311 | 311 | 388 | 221 | 291 | 321 | 221 | 261 | 281 | 271 | 281 | 311 | 388 | 271 | 251 | 321 | 271 |
| NO. COMPANIES | 14 | 8 | 6 | 32 | 35 | 28 | 10 | 25 | 30 | 17 | 24 | 16 | 21 | 26 | 34 | 36 | 40 | 23 | 22 | 6 |
| NO. EMPLOYEES | 49 | 31 | 7 | 133 | 166 | 50 | 385 | 203 | 397 | 53 | 50 | 54 | 24 | 285 | 333 | 137 | 71 | 198 | 240 | 12 |

## DELAWARE

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 249 | 337 | | 308 | 278 | 289 | 321 | 289 | 303 | 191 | 234 | 384 | 302 | 273 | 308 | 388 | 261 | 211 | 362 | |
| FIRST QUARTILE | 211 | 341 | | 221 | 231 | 221 | 231 | 221 | 251 | 181 | 181 | 301 | 241 | 201 | 251 | 331 | 211 | 191 | 311 | |
| MEDIAN | 271 | 341 | | 301 | 261 | 271 | 291 | 241 | 251 | 181 | 211 | 388 | 321 | 271 | 251 | 351 | 251 | 191 | 351 | |
| THIRD QUARTILE | 281 | 341 | | 366 | 311 | 321 | 366 | 321 | 368 | 181 | 261 | 501 | 351 | 341 | 366 | 476 | 281 | 221 | 476 | |
| NO. COMPANIES | 12 | 4 | | 18 | 18 | 16 | 7 | 14 | 19 | 5 | 11 | 13 | 12 | 21 | 22 | 26 | 26 | 13 | 12 | |
| NO. EMPLOYEES | 44 | 26 | | 64 | 91 | 44 | 12 | 212 | 186 | 37 | 26 | 53 | 24 | 377 | 335 | 149 | 45 | 41 | 107 | |

## HARRISBURG AREA, PA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 287 | 305 | 324 | 295 | 334 | 315 | 193 | 272 | 308 | 226 | 234 | 263 | 307 | 300 | 339 | 381 | 262 | 237 | 296 | 254 |
| FIRST QUARTILE | 271 | 261 | 291 | 261 | 291 | 301 | 171 | 251 | 281 | 191 | 201 | 231 | 291 | 271 | 311 | 331 | 221 | 201 | 251 | 231 |
| MEDIAN | 301 | 301 | 321 | 321 | 331 | 331 | 181 | 291 | 331 | 221 | 231 | 261 | 311 | 311 | 366 | 388 | 251 | 231 | 291 | 271 |
| THIRD QUARTILE | 301 | 341 | 351 | 331 | 388 | 331 | 211 | 291 | 331 | 261 | 261 | 291 | 341 | 321 | 366 | 413 | 271 | 271 | 351 | 271 |
| NO. COMPANIES | 26 | 8 | 6 | 34 | 38 | 28 | 9 | 26 | 28 | 22 | 28 | 23 | 18 | 35 | 45 | 40 | 37 | 25 | 24 | 10 |
| NO. EMPLOYEES | 1596 | 19 | 7 | 652 | 273 | 445 | 164 | 1365 | 912 | 508 | 153 | 111 | 69 | 823 | 908 | 220 | 72 | 335 | 404 | 33 |

## LANCASTER, PA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 269 | 283 | | 243 | 312 | 289 | 246 | 238 | 288 | 236 | 232 | 261 | 332 | 282 | 289 | 345 | 248 | 236 | 299 | 243 |
| FIRST QUARTILE | 231 | 251 | | 191 | 261 | 251 | 211 | 201 | 251 | 201 | 201 | 211 | 261 | 251 | 251 | 291 | 211 | 201 | 261 | 241 |
| MEDIAN | 281 | 281 | | 231 | 291 | 291 | 241 | 231 | 291 | 241 | 231 | 261 | 321 | 281 | 291 | 341 | 241 | 251 | 291 | 241 |
| THIRD QUARTILE | 311 | 321 | | 281 | 351 | 321 | 271 | 271 | 321 | 271 | 241 | 321 | 413 | 321 | 321 | 388 | 271 | 271 | 321 | 261 |
| NO. COMPANIES | 14 | 6 | | 31 | 38 | 32 | 16 | 28 | 35 | 12 | 21 | 16 | 27 | 31 | 38 | 39 | 39 | 21 | 18 | 5 |
| NO. EMPLOYEES | 47 | 11 | | 115 | 104 | 54 | 163 | 303 | 392 | 43 | 38 | 34 | 54 | 331 | 252 | 137 | 75 | 149 | 156 | 9 |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## LEHIGH VALLEY, PA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 246 | 374 | 387 | 281 | 354 | 390 | 238 | 297 | 341 | 243 | 255 | 279 | 302 | 297 | 350 | 368 | 298 | 238 | 264 | 299 |
| FIRST QUARTILE | 191 | 311 | 321 | 221 | 251 | 281 | 211 | 211 | 241 | 211 | 211 | 221 | 241 | 221 | 291 | 301 | 221 | 201 | 221 | 221 |
| MEDIAN | 231 | 388 | 366 | 251 | 321 | 476 | 241 | 331 | 413 | 231 | 231 | 271 | 271 | 281 | 331 | 351 | 271 | 221 | 261 | 261 |
| THIRD QUARTILE | 271 | 438 | 476 | 321 | 476 | 476 | 261 | 331 | 413 | 231 | 271 | 341 | 366 | 321 | 438 | 438 | 388 | 251 | 301 | 348 |
| NO. COMPANIES | 18 | 13 | 9 | 24 | 28 | 24 | 14 | 24 | 22 | 9 | 19 | 17 | 19 | 26 | 30 | 31 | 25 | 13 | 17 | 11 |
| NO. EMPLOYEES | 66 | 73 | 22 | 106 | 104 | 87 | 313 | 468 | 432 | 17 | 121 | 63 | 35 | 312 | 482 | 150 | 58 | 66 | 228 | 21 |

## MONTGOMERY COUNTY, PA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 238 | 266 | 282 | 236 | 271 | 284 | 239 | 234 | 271 | 178 | 189 | 290 | 261 | 268 | 305 | 373 | 245 | 215 | 281 | 196 |
| FIRST QUARTILE | 211 | 241 | 271 | 211 | 231 | 241 | 191 | 211 | 241 | 161 | 171 | 251 | 211 | 241 | 281 | 341 | 221 | 191 | 251 | 171 |
| MEDIAN | 231 | 251 | 281 | 231 | 261 | 261 | 211 | 231 | 271 | 171 | 181 | 281 | 231 | 261 | 301 | 366 | 241 | 211 | 291 | 181 |
| THIRD QUARTILE | 271 | 311 | 301 | 251 | 301 | 321 | 251 | 261 | 301 | 181 | 201 | 341 | 291 | 301 | 331 | 413 | 271 | 231 | 321 | 191 |
| NO. COMPANIES | 13 | 5 | 6 | 17 | 23 | 16 | 3 | 12 | 12 | 11 | 14 | 9 | 9 | 18 | 23 | 23 | 22 | 16 | 10 | 6 |
| NO. EMPLOYEES | 38 | 13 | 18 | 60 | 86 | 32 | 6 | 157 | 128 | 101 | 57 | 17 | 17 | 155 | 158 | 145 | 46 | 135 | 95 | 13 |

## NEWARK (METRO. NJ)

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 280 | 321 | 342 | 263 | 322 | 315 | 266 | 244 | 284 | 204 | 236 | 282 | 307 | 292 | 334 | 404 | 271 | 233 | 319 | 259 |
| FIRST QUARTILE | 261 | 301 | 301 | 231 | 281 | 271 | 221 | 211 | 251 | 181 | 201 | 231 | 251 | 261 | 301 | 366 | 241 | 201 | 271 | 201 |
| MEDIAN | 281 | 321 | 331 | 261 | 321 | 321 | 241 | 241 | 291 | 191 | 231 | 261 | 311 | 291 | 331 | 413 | 261 | 231 | 301 | 241 |
| THIRD QUARTILE | 301 | 341 | 388 | 281 | 351 | 341 | 301 | 271 | 311 | 231 | 251 | 351 | 341 | 311 | 366 | 438 | 301 | 261 | 341 | 311 |
| NO. COMPANIES | 22 | 16 | 16 | 36 | 41 | 29 | 10 | 27 | 31 | 17 | 32 | 21 | 25 | 34 | 47 | 47 | 37 | 30 | 24 | 10 |
| NO. EMPLOYEES | 56 | 50 | 43 | 283 | 374 | 57 | 30 | 343 | 453 | 157 | 97 | 43 | 48 | 425 | 792 | 340 | 72 | 230 | 136 | 15 |

## NEW YORK, NY

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 301 | 346 | 388 | 253 | 315 | 310 | 321 | 236 | 260 | 205 | 226 | 291 | 354 | 300 | 366 | 429 | 268 | 242 | 337 | 263 |
| FIRST QUARTILE | 271 | 311 | 321 | 221 | 271 | 271 | 271 | 211 | 231 | 181 | 201 | 251 | 291 | 271 | 311 | 366 | 231 | 221 | 281 | 231 |
| MEDIAN | 301 | 351 | 366 | 251 | 301 | 291 | 291 | 231 | 251 | 201 | 221 | 271 | 341 | 301 | 351 | 438 | 261 | 241 | 331 | 261 |
| THIRD QUARTILE | 331 | 366 | 438 | 271 | 366 | 351 | 366 | 261 | 291 | 211 | 241 | 321 | 388 | 331 | 413 | 476 | 291 | 261 | 366 | 301 |
| NO. COMPANIES | 25 | 22 | 16 | 33 | 34 | 24 | 16 | 27 | 33 | 21 | 39 | 23 | 20 | 38 | 47 | 47 | 45 | 23 | 18 | 18 |
| NO. EMPLOYEES | 134 | 84 | 17 | 132 | 146 | 46 | 23 | 398 | 625 | 100 | 217 | 60 | 33 | 888 | 947 | 468 | 110 | 288 | 42 | 30 |

## PHILADELPHIA, PA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 262 | 290 | 346 | 271 | 365 | 307 | 322 | 219 | 301 | 213 | 225 | 282 | 333 | 259 | 328 | 377 | 237 | 222 | 273 | 242 |
| FIRST QUARTILE | 231 | 271 | 271 | 221 | 281 | 231 | 251 | 191 | 231 | 191 | 191 | 211 | 261 | 241 | 271 | 321 | 211 | 221 | 241 | 221 |
| MEDIAN | 251 | 281 | 351 | 241 | 366 | 291 | 271 | 221 | 261 | 201 | 201 | 231 | 301 | 241 | 301 | 366 | 221 | 221 | 261 | 221 |
| THIRD QUARTILE | 271 | 291 | 366 | 331 | 438 | 351 | 476 | 231 | 366 | 221 | 261 | 341 | 413 | 261 | 388 | 413 | 261 | 221 | 291 | 281 |
| NO. COMPANIES | 18 | 12 | 7 | 28 | 31 | 20 | 10 | 28 | 31 | 20 | 23 | 17 | 15 | 29 | 34 | 34 | 28 | 16 | 21 | 7 |
| NO. EMPLOYEES | 115 | 57 | 29 | 197 | 280 | 45 | 17 | 388 | 437 | 50 | 64 | 45 | 28 | 409 | 675 | 297 | 70 | 132 | 307 | 22 |

## PITTSBURGH, PA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 291 | 340 | 355 | 288 | 377 | 352 | 245 | 230 | 294 | 203 | 219 | 298 | 337 | 285 | 323 | 386 | 258 | 238 | 303 | 242 |
| FIRST QUARTILE | 261 | 301 | 291 | 221 | 311 | 271 | 221 | 191 | 241 | 181 | 181 | 221 | 271 | 241 | 281 | 331 | 221 | 201 | 241 | 201 |
| MEDIAN | 291 | 331 | 321 | 271 | 388 | 351 | 221 | 221 | 291 | 201 | 221 | 261 | 311 | 271 | 301 | 388 | 251 | 221 | 281 | 221 |
| THIRD QUARTILE | 311 | 388 | 388 | 321 | 438 | 438 | 221 | 261 | 336 | 221 | 241 | 388 | 438 | 321 | 366 | 439 | 291 | 251 | 331 | 281 |
| NO. COMPANIES | 30 | 14 | 8 | 47 | 43 | 36 | 13 | 34 | 38 | 22 | 29 | 15 | 31 | 41 | 54 | 48 | 50 | 24 | 21 | 12 |
| NO. EMPLOYEES | 97 | 28 | 8 | 220 | 176 | 82 | 86 | 260 | 407 | 94 | 86 | 30 | 54 | 390 | 634 | 326 | 66 | 112 | 138 | 17 |

## PORTLAND, ME

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | | | | 269 | 280 | | | 242 | 276 | | | | | 281 | | | | 264 | | |
| FIRST QUARTILE | | | | 231 | 231 | | | 211 | 201 | | | | | 281 | | | | 261 | | |
| MEDIAN | | | | 281 | 301 | | | 241 | 301 | | | | | 281 | | | | 271 | | |
| THIRD QUARTILE | | | | 301 | 301 | | | 281 | 301 | | | | | 281 | | | | 271 | | |
| NO. COMPANIES | | | | 3 | 3 | | | 3 | 2 | | | | | 3 | | | | 2 | | |
| NO. EMPLOYEES | | | | 9 | 5 | | | 11 | 4 | | | | | 5 | | | | 39 | | |

## PROVIDENCE, RI

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 230 | 281 | | 255 | 338 | 281 | 248 | 241 | 247 | 235 | 254 | 251 | 231 | 279 | 297 | 352 | 233 | 218 | 263 | 250 |
| FIRST QUARTILE | 211 | 261 | | 231 | 271 | 221 | 241 | 191 | 211 | 181 | 231 | 221 | 211 | 231 | 261 | 311 | 201 | 191 | 211 | 221 |
| MEDIAN | 221 | 271 | | 251 | 321 | 251 | 241 | 221 | 231 | 201 | 251 | 241 | 221 | 241 | 281 | 341 | 231 | 211 | 221 | 221 |
| THIRD QUARTILE | 241 | 291 | | 271 | 388 | 301 | 251 | 251 | 261 | 251 | 261 | 261 | 251 | 271 | 301 | 366 | 241 | 241 | 241 | 301 |
| NO. COMPANIES | 4 | 4 | | 10 | 10 | 9 | 3 | 10 | 12 | 6 | 5 | 8 | 5 | 8 | 11 | 12 | 13 | 4 | 7 | 2 |
| NO. EMPLOYEES | 9 | 6 | | 49 | 31 | 16 | 6 | 48 | 83 | 28 | 9 | 13 | 6 | 40 | 95 | 68 | 24 | 12 | 24 | 7 |

## READING, PA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 263 | 263 | | 240 | 293 | 321 | 213 | 273 | 302 | 260 | 251 | 320 | 281 | 260 | 306 | 349 | 236 | 217 | 283 | |
| FIRST QUARTILE | 221 | 151 | | 211 | 241 | 271 | 181 | 221 | 251 | 181 | 201 | 261 | 211 | 251 | 261 | 301 | 221 | 201 | 251 | |
| MEDIAN | 241 | 301 | | 241 | 281 | 321 | 201 | 251 | 281 | 221 | 231 | 291 | 271 | 261 | 291 | 331 | 241 | 211 | 281 | |
| THIRD QUARTILE | 281 | 321 | | 261 | 341 | 366 | 241 | 331 | 321 | 341 | 301 | 366 | 331 | 271 | 331 | 366 | 251 | 231 | 311 | |
| NO. COMPANIES | 8 | 4 | | 20 | 18 | 15 | 5 | 13 | 14 | 5 | 10 | 7 | 10 | 11 | 15 | 18 | 17 | 8 | 8 | |
| NO. EMPLOYEES | 29 | 9 | | 68 | 53 | 43 | 38 | 135 | 84 | 11 | 19 | 28 | 15 | 62 | 163 | 92 | 29 | 16 | 22 | |

## ROCHESTER, NY

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 253 | 275 | 408 | 257 | 309 | 277 | 186 | 210 | 253 | 188 | 222 | 253 | 317 | 266 | 314 | 357 | 238 | 217 | 256 | 261 |
| FIRST QUARTILE | 231 | 271 | 311 | 211 | 261 | 251 | 171 | 201 | 221 | 161 | 191 | 201 | 281 | 241 | 301 | 311 | 211 | 191 | 241 | 241 |
| MEDIAN | 241 | 281 | 438 | 251 | 291 | 251 | 171 | 201 | 241 | 181 | 221 | 221 | 321 | 251 | 311 | 351 | 221 | 211 | 241 | 251 |
| THIRD QUARTILE | 271 | 281 | 476 | 281 | 366 | 291 | 181 | 211 | 271 | 211 | 231 | 301 | 341 | 281 | 331 | 388 | 251 | 241 | 261 | 291 |
| NO. COMPANIES | 7 | 4 | 3 | 18 | 25 | 16 | 6 | 15 | 21 | 12 | 14 | 11 | 13 | 14 | 22 | 25 | 24 | 10 | 11 | 2 |
| NO. EMPLOYEES | 11 | 15 | 3 | 44 | 51 | 33 | 45 | 45 | 164 | 27 | 30 | 21 | 23 | 67 | 154 | 83 | 41 | 38 | 91 | 3 |

## SPRINGFIELD (WESTERN MA)

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 251 | 274 | 322 | 231 | 296 | 281 | 193 | 218 | 253 | 200 | 216 | 240 | 261 | 293 | 299 | 344 | 235 | 218 | 272 | 325 |
| FIRST QUARTILE | 221 | 241 | 281 | 201 | 261 | 241 | 151 | 191 | 221 | 171 | 181 | 161 | 231 | 251 | 281 | 311 | 201 | 191 | 241 | 261 |
| MEDIAN | 241 | 271 | 301 | 231 | 291 | 281 | 181 | 221 | 251 | 191 | 211 | 231 | 251 | 271 | 301 | 351 | 241 | 211 | 261 | 271 |
| THIRD QUARTILE | 271 | 311 | 366 | 261 | 311 | 321 | 211 | 241 | 281 | 231 | 251 | 301 | 271 | 291 | 321 | 366 | 261 | 241 | 291 | 388 |
| NO. COMPANIES | 18 | 11 | 8 | 47 | 57 | 37 | 11 | 35 | 45 | 16 | 25 | 20 | 30 | 32 | 45 | 50 | 53 | 15 | 34 | 3 |
| NO. EMPLOYEES | 47 | 16 | 10 | 153 | 159 | 54 | 104 | 320 | 213 | 72 | 84 | 54 | 48 | 181 | 242 | 195 | 87 | 92 | 162 | 6 |

## STAMFORD (SOUTHERN CT)

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 281 | 321 | 373 | 262 | 319 | 306 | 324 | 222 | 268 | 219 | 226 | 306 | 302 | 308 | 349 | 400 | 285 | 239 | 265 | 266 |
| FIRST QUARTILE | 251 | 301 | 351 | 241 | 301 | 261 | 301 | 201 | 231 | 171 | 201 | 261 | 241 | 281 | 321 | 366 | 261 | 211 | 221 | 251 |
| MEDIAN | 281 | 321 | 388 | 261 | 311 | 301 | 301 | 221 | 261 | 231 | 221 | 321 | 301 | 301 | 351 | 388 | 281 | 221 | 261 | 271 |
| THIRD QUARTILE | 301 | 351 | 388 | 281 | 341 | 321 | 331 | 241 | 291 | 241 | 241 | 331 | 341 | 331 | 366 | 438 | 301 | 271 | 301 | 301 |
| NO. COMPANIES | 11 | 5 | 6 | 16 | 14 | 12 | 3 | 8 | 9 | 6 | 15 | 7 | 6 | 16 | 19 | 20 | 12 | 7 | 10 | 5 |
| NO. EMPLOYEES | 34 | 60 | 20 | 94 | 74 | 33 | 6 | 47 | 104 | 13 | 56 | 13 | 11 | 272 | 576 | 321 | 18 | 13 | 90 | 6 |

## SYRACUSE, NY

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 239 | 290 | 281 | 269 | 312 | 278 | 286 | 214 | 263 | 208 | 221 | 322 | | 261 | 300 | 377 | 237 | 247 | 293 | |
| FIRST QUARTILE | 231 | 261 | 221 | 231 | 271 | 241 | 211 | 191 | 231 | 161 | 191 | 321 | | 221 | 271 | 341 | 211 | 241 | 261 | |
| MEDIAN | 231 | 271 | 291 | 271 | 301 | 281 | 291 | 201 | 261 | 201 | 211 | 331 | | 251 | 301 | 366 | 241 | 261 | 291 | |
| THIRD QUARTILE | 261 | 311 | 301 | 301 | 351 | 311 | 351 | 231 | 291 | 251 | 231 | 341 | | 311 | 331 | 413 | 241 | 271 | 311 | |
| NO. COMPANIES | 5 | 4 | 2 | 8 | 7 | 4 | 6 | 7 | 9 | 4 | 6 | 3 | | 6 | 8 | 10 | 9 | 7 | 4 | |
| NO. EMPLOYEES | 20 | 18 | 4 | 60 | 59 | 14 | 7 | 93 | 119 | 29 | 22 | 12 | | 39 | 88 | 36 | 10 | 31 | 58 | |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

### WESTCHESTER, NY

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 276 | 323 | 375 | 257 | 323 | 321 | 273 | 252 | 294 | 255 | 223 | 269 | 292 | 304 | 347 | 413 | 263 | 245 | 301 | 290 |
| FIRST QUARTILE | 261 | 291 | 351 | 231 | 291 | 291 | 231 | 221 | 251 | 231 | 201 | 221 | 241 | 281 | 321 | 366 | 221 | 221 | 251 | 261 |
| MEDIAN | 261 | 321 | 351 | 251 | 321 | 311 | 261 | 261 | 291 | 261 | 221 | 241 | 291 | 311 | 351 | 413 | 261 | 241 | 301 | 291 |
| THIRD QUARTILE | 291 | 351 | 413 | 281 | 341 | 351 | 301 | 291 | 321 | 291 | 241 | 311 | 341 | 331 | 388 | 476 | 301 | 261 | 331 | 311 |
| NO. COMPANIES | 22 | 13 | 9 | 33 | 31 | 26 | 9 | 20 | 22 | 16 | 24 | 15 | 20 | 29 | 39 | 43 | 35 | 20 | 22 | 9 |
| NO. EMPLOYEES | 124 | 70 | 18 | 166 | 208 | 54 | 102 | 151 | 202 | 97 | 94 | 49 | 27 | 410 | 442 | 346 | 70 | 123 | 174 | 13 |

### WORCESTER, MA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 248 | 290 | 269 | 263 | 299 | 299 | 233 | 240 | 283 | 217 | 219 | 256 | 278 | 263 | 309 | 363 | 252 | 251 | 307 | 254 |
| FIRST QUARTILE | 211 | 271 | 231 | 221 | 261 | 261 | 201 | 201 | 231 | 181 | 201 | 211 | 251 | 231 | 271 | 311 | 221 | 221 | 251 | 231 |
| MEDIAN | 241 | 281 | 281 | 251 | 291 | 301 | 221 | 231 | 281 | 211 | 221 | 261 | 271 | 261 | 311 | 351 | 251 | 241 | 301 | 261 |
| THIRD QUARTILE | 271 | 311 | 301 | 291 | 331 | 341 | 251 | 271 | 321 | 241 | 241 | 291 | 301 | 291 | 351 | 413 | 281 | 281 | 341 | 261 |
| NO. COMPANIES | 31 | 16 | 10 | 111 | 117 | 68 | 15 | 72 | 86 | 34 | 40 | 55 | 72 | 64 | 98 | 105 | 112 | 40 | 78 | 7 |
| NO. EMPLOYEES | 55 | 22 | 13 | 333 | 251 | 101 | 46 | 346 | 419 | 104 | 110 | 98 | 109 | 271 | 484 | 285 | 156 | 202 | 283 | 12 |

## EAST CENTRAL UNITED STATES

### AKRON-CANTON, OH

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 293 | 341 | 339 | 263 | 344 | 341 | 220 | 292 | 335 | 208 | 250 | 320 | 303 | 325 | 358 | 409 | 257 | 261 | 377 | 278 |
| FIRST QUARTILE | 251 | 291 | 271 | 201 | 281 | 271 | 171 | 221 | 251 | 151 | 201 | 241 | 251 | 271 | 291 | 341 | 211 | 231 | 271 | 221 |
| MEDIAN | 291 | 331 | 366 | 241 | 351 | 331 | 201 | 271 | 311 | 191 | 231 | 321 | 301 | 331 | 366 | 413 | 251 | 261 | 388 | 251 |
| THIRD QUARTILE | 321 | 413 | 413 | 321 | 413 | 438 | 261 | 341 | 413 | 241 | 261 | 413 | 351 | 366 | 438 | 476 | 281 | 281 | 476 | 341 |
| NO. COMPANIES | 21 | 7 | 11 | 48 | 52 | 46 | 18 | 45 | 53 | 23 | 30 | 31 | 33 | 43 | 53 | 55 | 52 | 31 | 31 | 11 |
| NO. EMPLOYEES | 65 | 17 | 23 | 233 | 280 | 90 | 146 | 342 | 392 | 123 | 107 | 79 | 76 | 625 | 553 | 259 | 103 | 187 | 154 | 25 |

### BATTLE CREEK-KALAMAZOO, MI

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 308 | 331 | 352 | 317 | 361 | 332 | 233 | 278 | 299 | 224 | 278 | 295 | 316 | 298 | 326 | 360 | 257 | 245 | 301 | 263 |
| FIRST QUARTILE | 241 | 271 | 301 | 251 | 301 | 271 | 191 | 231 | 241 | 181 | 241 | 271 | 271 | 261 | 271 | 301 | 221 | 221 | 241 | 201 |
| MEDIAN | 341 | 301 | 331 | 311 | 331 | 301 | 211 | 291 | 271 | 211 | 271 | 281 | 301 | 291 | 311 | 341 | 251 | 221 | 311 | 261 |
| THIRD QUARTILE | 366 | 351 | 413 | 366 | 438 | 388 | 261 | 311 | 341 | 261 | 311 | 321 | 341 | 311 | 366 | 413 | 291 | 261 | 341 | 321 |
| NO. COMPANIES | 20 | 13 | 6 | 43 | 40 | 33 | 20 | 34 | 38 | 20 | 17 | 19 | 28 | 38 | 49 | 53 | 40 | 21 | 19 | 8 |
| NO. EMPLOYEES | 45 | 24 | 6 | 164 | 92 | 55 | 109 | 319 | 371 | 50 | 47 | 41 | 47 | 402 | 365 | 174 | 78 | 188 | 159 | 11 |

### CHICAGO, IL

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 294 | 329 | 378 | 270 | 313 | 330 | 244 | 258 | 291 | 234 | 232 | 266 | 321 | 307 | 355 | 414 | 263 | 242 | 295 | 257 |
| FIRST QUARTILE | 271 | 311 | 351 | 241 | 281 | 281 | 211 | 231 | 261 | 211 | 201 | 231 | 261 | 271 | 321 | 388 | 221 | 211 | 241 | 221 |
| MEDIAN | 291 | 321 | 388 | 261 | 311 | 311 | 221 | 251 | 301 | 231 | 221 | 251 | 291 | 301 | 351 | 413 | 251 | 231 | 291 | 261 |
| THIRD QUARTILE | 311 | 366 | 388 | 301 | 341 | 366 | 271 | 291 | 321 | 251 | 261 | 301 | 366 | 331 | 388 | 438 | 311 | 261 | 341 | 281 |
| NO. COMPANIES | 25 | 20 | 21 | 37 | 46 | 31 | 15 | 31 | 34 | 23 | 31 | 22 | 20 | 45 | 51 | 47 | 47 | 26 | 22 | 17 |
| NO. EMPLOYEES | 162 | 87 | 61 | 191 | 419 | 69 | 294 | 956 | 680 | 611 | 117 | 52 | 28 | 1156 | 1071 | 527 | 110 | 405 | 200 | 34 |

### CHICAGO (NORTH/WEST), IL

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 278 | 298 | 349 | 274 | 307 | 304 | 262 | 229 | 299 | 217 | 239 | 277 | 305 | 292 | 324 | 406 | 263 | 238 | 306 | 262 |
| FIRST QUARTILE | 261 | 271 | 341 | 251 | 271 | 301 | 241 | 201 | 281 | 211 | 241 | 251 | 301 | 271 | 301 | 388 | 231 | 241 | 271 | 241 |
| MEDIAN | 271 | 271 | 341 | 271 | 301 | 301 | 261 | 241 | 301 | 211 | 241 | 251 | 301 | 291 | 321 | 413 | 261 | 241 | 301 | 261 |
| THIRD QUARTILE | 301 | 321 | 388 | 291 | 331 | 301 | 291 | 241 | 311 | 211 | 241 | 261 | 301 | 301 | 351 | 438 | 291 | 241 | 351 | 271 |
| NO. COMPANIES | 18 | 11 | 8 | 32 | 29 | 26 | 11 | 24 | 24 | 15 | 30 | 12 | 14 | 34 | 35 | 34 | 31 | 15 | 19 | 9 |
| NO. EMPLOYEES | 61 | 97 | 18 | 244 | 207 | 280 | 120 | 1103 | 743 | 186 | 610 | 70 | 268 | 741 | 571 | 308 | 68 | 374 | 177 | 44 |

## CINCINNATI, OH

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 258 | 230 | 357 | 272 | 311 | 317 | 197 | 251 | 298 | 209 | 252 | 329 | 300 | 276 | 314 | 363 | 234 | 221 | 353 | 295 |
| FIRST QUARTILE | 221 | 201 | 331 | 211 | 241 | 261 | 171 | 181 | 231 | 171 | 181 | 211 | 261 | 221 | 271 | 321 | 201 | 171 | 271 | 181 |
| MEDIAN | 251 | 201 | 351 | 261 | 291 | 321 | 191 | 221 | 281 | 201 | 221 | 301 | 301 | 261 | 311 | 366 | 231 | 211 | 351 | 291 |
| THIRD QUARTILE | 291 | 201 | 366 | 331 | 351 | 351 | 211 | 271 | 331 | 241 | 301 | 476 | 341 | 331 | 366 | 413 | 261 | 251 | 476 | 388 |
| NO. COMPANIES | 25 | 16 | 11 | 43 | 49 | 44 | 14 | 35 | 40 | 32 | 39 | 26 | 32 | 38 | 53 | 49 | 45 | 33 | 32 | 11 |
| NO. EMPLOYEES | 84 | 132 | 21 | 180 | 161 | 104 | 223 | 642 | 740 | 201 | 129 | 70 | 49 | 333 | 653 | 235 | 102 | 158 | 258 | 20 |

## CLEVELAND, OH

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 262 | 299 | 358 | 276 | 340 | 279 | 329 | 262 | 296 | 216 | 251 | 251 | 340 | 291 | 340 | 380 | 254 | 240 | 401 | 283 |
| FIRST QUARTILE | 221 | 291 | 291 | 241 | 321 | 271 | 231 | 231 | 251 | 191 | 211 | 171 | 251 | 251 | 301 | 311 | 211 | 211 | 366 | 221 |
| MEDIAN | 241 | 291 | 331 | 271 | 331 | 281 | 281 | 261 | 301 | 201 | 261 | 221 | 331 | 291 | 341 | 388 | 231 | 241 | 413 | 271 |
| THIRD QUARTILE | 291 | 291 | 388 | 321 | 366 | 291 | 438 | 281 | 341 | 241 | 271 | 301 | 388 | 321 | 388 | 438 | 291 | 261 | 476 | 331 |
| NO. COMPANIES | 15 | 10 | 7 | 17 | 15 | 8 | 3 | 8 | 13 | 9 | 16 | 6 | 7 | 14 | 19 | 18 | 20 | 9 | 7 | 5 |
| NO. EMPLOYEES | 60 | 138 | 8 | 44 | 39 | 13 | 9 | 37 | 55 | 28 | 37 | 16 | 12 | 85 | 117 | 103 | 31 | 41 | 12 | 12 |

## COLUMBUS, OH

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 268 | 292 | 323 | 259 | 325 | 298 | 270 | 251 | 286 | 228 | 234 | 288 | 320 | 298 | 322 | 365 | 257 | 268 | 312 | 266 |
| FIRST QUARTILE | 251 | 261 | 311 | 231 | 311 | 291 | 221 | 241 | 271 | 201 | 201 | 291 | 311 | 291 | 291 | 331 | 241 | 261 | 291 | 261 |
| MEDIAN | 271 | 281 | 331 | 261 | 341 | 311 | 281 | 261 | 301 | 231 | 241 | 301 | 331 | 311 | 341 | 366 | 271 | 281 | 311 | 281 |
| THIRD QUARTILE | 301 | 301 | 341 | 281 | 341 | 311 | 301 | 271 | 301 | 261 | 271 | 301 | 351 | 311 | 341 | 388 | 271 | 281 | 341 | 281 |
| NO. COMPANIES | 17 | 9 | 6 | 21 | 27 | 21 | 5 | 15 | 19 | 13 | 20 | 12 | 9 | 17 | 24 | 27 | 21 | 15 | 19 | 5 |
| NO. EMPLOYEES | 101 | 39 | 168 | 284 | 337 | 560 | 20 | 776 | 991 | 264 | 173 | 145 | 44 | 1106 | 769 | 184 | 178 | 732 | 289 | 84 |

## DAYTON, OH

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 278 | 279 | | 239 | 285 | 309 | 251 | 226 | 292 | 206 | 208 | 281 | 309 | 286 | 292 | 350 | 271 | 209 | 336 | |
| FIRST QUARTILE | 251 | 271 | | 191 | 231 | 281 | 231 | 111 | 281 | 171 | 181 | 251 | 291 | 261 | 261 | 311 | 251 | 181 | 321 | |
| MEDIAN | 281 | 281 | | 251 | 291 | 301 | 261 | 221 | 291 | 211 | 201 | 261 | 311 | 301 | 291 | 351 | 271 | 201 | 341 | |
| THIRD QUARTILE | 301 | 291 | | 261 | 311 | 331 | 261 | 261 | 311 | 241 | 241 | 301 | 321 | 301 | 331 | 388 | 301 | 241 | 341 | |
| NO. COMPANIES | 8 | 3 | | 8 | 11 | 10 | 2 | 8 | 7 | 6 | 10 | 5 | 6 | 9 | 11 | 13 | 12 | 8 | 4 | |
| NO. EMPLOYEES | 19 | 5 | | 57 | 38 | 29 | 10 | 59 | 80 | 15 | 28 | 20 | 13 | 110 | 158 | 64 | 26 | 49 | 21 | |

## DETROIT AREA, MI

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 243 | 276 | 331 | 275 | 342 | 325 | 228 | 251 | 301 | 257 | 237 | 281 | 360 | 297 | 339 | 397 | 292 | 288 | 301 | 274 |
| FIRST QUARTILE | 211 | 231 | 311 | 231 | 301 | 271 | 201 | 211 | 251 | 181 | 201 | 231 | 301 | 251 | 301 | 351 | 251 | 211 | 251 | 251 |
| MEDIAN | 241 | 271 | 321 | 261 | 341 | 321 | 211 | 241 | 301 | 261 | 231 | 261 | 366 | 291 | 331 | 413 | 321 | 271 | 301 | 261 |
| THIRD QUARTILE | 261 | 291 | 351 | 311 | 388 | 388 | 251 | 271 | 351 | 331 | 261 | 331 | 413 | 331 | 388 | 438 | 331 | 366 | 341 | 311 |
| NO. COMPANIES | 10 | 5 | 6 | 20 | 18 | 22 | 10 | 18 | 20 | 15 | 16 | 13 | 13 | 20 | 24 | 23 | 27 | 13 | 11 | 7 |
| NO. EMPLOYEES | 27 | 12 | 7 | 108 | 81 | 49 | 260 | 459 | 403 | 109 | 45 | 46 | 33 | 193 | 279 | 119 | 90 | 208 | 115 | 10 |

## EVANSVILLE, IN

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 271 | 393 | 393 | 259 | 293 | 320 | 210 | 216 | 259 | 220 | 230 | 231 | 285 | 271 | 343 | 359 | 263 | 227 | 266 | 243 |
| FIRST QUARTILE | 201 | 351 | 291 | 191 | 231 | 261 | 171 | 171 | 201 | 191 | 191 | 191 | 241 | 211 | 261 | 271 | 221 | 171 | 221 | 201 |
| MEDIAN | 251 | 366 | 413 | 241 | 291 | 311 | 201 | 191 | 231 | 221 | 261 | 211 | 291 | 291 | 366 | 331 | 261 | 231 | 271 | 241 |
| THIRD QUARTILE | 281 | 388 | 476 | 321 | 351 | 388 | 231 | 261 | 311 | 241 | 261 | 281 | 321 | 301 | 413 | 476 | 291 | 281 | 291 | 271 |
| NO. COMPANIES | 5 | 2 | 2 | 12 | 12 | 10 | 8 | 9 | 12 | 6 | 9 | 8 | 8 | 10 | 11 | 13 | 14 | 9 | 12 | 4 |
| NO. EMPLOYEES | 8 | 5 | 3 | 47 | 41 | 22 | 65 | 141 | 102 | 14 | 37 | 25 | 20 | 112 | 150 | 63 | 27 | 37 | 97 | 5 |

## FORT WAYNE, IN

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 267 | 273 | 304 | 291 | 348 | 310 | 214 | 235 | 305 | 228 | 223 | 303 | 301 | 283 | 325 | 341 | 249 | 239 | 296 | 268 |
| FIRST QUARTILE | 221 | 231 | 251 | 231 | 311 | 241 | 191 | 191 | 241 | 171 | 171 | 231 | 231 | 241 | 281 | 311 | 211 | 191 | 231 | 191 |
| MEDIAN | 251 | 261 | 291 | 311 | 351 | 281 | 201 | 221 | 311 | 211 | 201 | 321 | 301 | 271 | 301 | 331 | 231 | 231 | 261 | 221 |
| THIRD QUARTILE | 321 | 301 | 351 | 331 | 388 | 388 | 221 | 261 | 351 | 281 | 231 | 351 | 351 | 331 | 366 | 366 | 271 | 271 | 351 | 261 |
| NO. COMPANIES | 15 | 10 | 12 | 27 | 30 | 20 | 14 | 24 | 29 | 13 | 22 | 15 | 14 | 26 | 29 | 29 | 29 | 21 | 18 | 6 |
| NO. EMPLOYEES | 58 | 25 | 16 | 294 | 196 | 74 | 158 | 271 | 619 | 94 | 48 | 49 | 39 | 358 | 380 | 171 | 63 | 103 | 157 | 8 |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

### GRAND RAPIDS (WEST MI)

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 266 | 326 | 361 | 268 | 313 | 287 | 248 | 250 | 285 | 192 | 232 | 277 | 298 | 281 | 329 | 374 | 260 | 240 | 322 | 236 |
| FIRST QUARTILE | 241 | 291 | 311 | 191 | 261 | 201 | 221 | 221 | 261 | 161 | 181 | 221 | 261 | 241 | 291 | 321 | 231 | 181 | 291 | 191 |
| MEDIAN | 261 | 321 | 366 | 271 | 321 | 291 | 251 | 241 | 271 | 181 | 231 | 251 | 271 | 281 | 331 | 413 | 271 | 241 | 301 | 201 |
| THIRD QUARTILE | 301 | 351 | 388 | 331 | 351 | 351 | 271 | 291 | 321 | 211 | 271 | 311 | 366 | 301 | 366 | 413 | 291 | 271 | 351 | 301 |
| NO. COMPANIES | 18 | 7 | 9 | 22 | 23 | 15 | 6 | 18 | 19 | 16 | 19 | 14 | 14 | 18 | 32 | 25 | 29 | 11 | 13 | 5 |
| NO. EMPLOYEES | 42 | 20 | 11 | 76 | 66 | 35 | 144 | 130 | 131 | 42 | 33 | 27 | 29 | 356 | 291 | 121 | 55 | 50 | 81 | 6 |

### INDIANAPOLIS, IN

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 243 | 256 | 314 | 231 | 266 | 283 | 211 | 213 | 238 | 189 | 207 | 242 | 281 | 254 | 301 | 356 | 241 | 214 | 283 | 218 |
| FIRST QUARTILE | 201 | 231 | 281 | 211 | 241 | 251 | 181 | 191 | 211 | 141 | 171 | 211 | 251 | 221 | 271 | 311 | 211 | 181 | 231 | 191 |
| MEDIAN | 231 | 241 | 301 | 231 | 261 | 291 | 201 | 211 | 231 | 191 | 201 | 231 | 281 | 251 | 291 | 341 | 221 | 201 | 271 | 221 |
| THIRD QUARTILE | 271 | 281 | 321 | 251 | 281 | 311 | 221 | 231 | 261 | 211 | 231 | 271 | 311 | 281 | 321 | 388 | 261 | 241 | 301 | 251 |
| NO. COMPANIES | 30 | 15 | 12 | 38 | 41 | 32 | 12 | 33 | 37 | 27 | 32 | 21 | 28 | 38 | 45 | 45 | 49 | 21 | 19 | 15 |
| NO. EMPLOYEES | 101 | 32 | 15 | 197 | 226 | 54 | 85 | 284 | 481 | 167 | 75 | 47 | 43 | 238 | 420 | 198 | 93 | 86 | 107 | 22 |

### PORT HURON, MI

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 252 | 286 | 342 | 260 | 320 | 309 | 207 | 241 | 285 | 216 | 182 | 289 | 287 | 261 | 296 | 350 | 209 | 236 | 279 | 264 |
| FIRST QUARTILE | 211 | 271 | 271 | 221 | 271 | 261 | 191 | 211 | 251 | 191 | 145 | 271 | 241 | 241 | 271 | 311 | 171 | 201 | 231 | 241 |
| MEDIAN | 241 | 271 | 366 | 271 | 321 | 311 | 201 | 241 | 281 | 201 | 161 | 301 | 281 | 241 | 281 | 341 | 201 | 221 | 261 | 271 |
| THIRD QUARTILE | 281 | 311 | 388 | 291 | 351 | 366 | 221 | 271 | 311 | 231 | 201 | 331 | 341 | 281 | 331 | 388 | 241 | 281 | 321 | 291 |
| NO. COMPANIES | 8 | 7 | 3 | 20 | 24 | 13 | 7 | 16 | 17 | 5 | 7 | 9 | 10 | 17 | 20 | 25 | 23 | 11 | 13 | 5 |
| NO. EMPLOYEES | 11 | 11 | 3 | 63 | 57 | 17 | 84 | 103 | 77 | 6 | 12 | 17 | 12 | 127 | 98 | 40 | 36 | 49 | 87 | 7 |

### ROCKFORD, IL

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 238 | 280 | 280 | 254 | 295 | 315 | 219 | 222 | 274 | 208 | 227 | 290 | 287 | 271 | 323 | 340 | 251 | 213 | 303 | 262 |
| FIRST QUARTILE | 211 | 241 | 261 | 221 | 241 | 251 | 171 | 201 | 241 | 191 | 191 | 241 | 241 | 251 | 261 | 291 | 221 | 191 | 251 | 261 |
| MEDIAN | 221 | 261 | 271 | 251 | 301 | 301 | 221 | 221 | 261 | 201 | 201 | 281 | 281 | 271 | 321 | 331 | 231 | 201 | 331 | 261 |
| THIRD QUARTILE | 251 | 301 | 291 | 271 | 311 | 366 | 261 | 241 | 311 | 221 | 211 | 321 | 321 | 291 | 351 | 366 | 281 | 231 | 351 | 281 |
| NO. COMPANIES | 6 | 5 | 3 | 19 | 21 | 17 | 4 | 12 | 18 | 8 | 10 | 12 | 16 | 15 | 18 | 17 | 22 | 8 | 13 | 4 |
| NO. EMPLOYEES | 21 | 5 | 8 | 36 | 50 | 22 | 17 | 78 | 86 | 40 | 24 | 25 | 18 | 107 | 66 | 48 | 32 | 23 | 31 | 6 |

### TOLEDO AREA, OH

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 309 | 306 | 312 | 292 | 352 | 328 | 228 | 282 | 313 | 240 | 257 | 313 | 343 | 324 | 355 | 413 | 282 | 301 | 323 | 288 |
| FIRST QUARTILE | 241 | 251 | 271 | 241 | 281 | 291 | 191 | 251 | 281 | 201 | 201 | 271 | 281 | 301 | 311 | 366 | 251 | 281 | 281 | 231 |
| MEDIAN | 311 | 281 | 331 | 291 | 341 | 311 | 201 | 271 | 311 | 231 | 261 | 301 | 341 | 321 | 351 | 413 | 291 | 301 | 321 | 261 |
| THIRD QUARTILE | 388 | 321 | 351 | 341 | 438 | 388 | 261 | 311 | 331 | 261 | 291 | 351 | 413 | 341 | 388 | 476 | 311 | 366 | 366 | 311 |
| NO. COMPANIES | 17 | 11 | 11 | 43 | 42 | 41 | 23 | 38 | 35 | 23 | 28 | 20 | 39 | 37 | 46 | 44 | 47 | 22 | 33 | 11 |
| NO. EMPLOYEES | 65 | 22 | 13 | 151 | 123 | 67 | 264 | 293 | 419 | 76 | 59 | 44 | 61 | 304 | 302 | 173 | 93 | 235 | 202 | 16 |

## WEST CENTRAL UNITED STATES

### BISMARCK-MANDAN, ND

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 233 | 272 | 321 | 258 | 288 | 296 | 286 | 207 | 232 | 196 | 232 | 212 | 290 | 226 | 275 | 337 | 242 | 204 | 267 | 202 |
| FIRST QUARTILE | 211 | 241 | 231 | 211 | 241 | 261 | 271 | 171 | 201 | 161 | 201 | 171 | 251 | 181 | 251 | 291 | 211 | 181 | 181 | 191 |
| MEDIAN | 231 | 281 | 331 | 251 | 271 | 291 | 291 | 201 | 231 | 181 | 241 | 171 | 281 | 231 | 271 | 331 | 251 | 201 | 241 | 201 |
| THIRD QUARTILE | 251 | 291 | 413 | 301 | 321 | 321 | 321 | 241 | 261 | 231 | 261 | 261 | 311 | 271 | 301 | 366 | 281 | 221 | 331 | 211 |
| NO. COMPANIES | 12 | 6 | 6 | 21 | 26 | 18 | 10 | 18 | 22 | 9 | 14 | 7 | 11 | 17 | 27 | 25 | 21 | 10 | 7 | 3 |
| NO. EMPLOYEES | 46 | 16 | 6 | 64 | 114 | 84 | 151 | 201 | 296 | 40 | 30 | 10 | 17 | 191 | 285 | 122 | 39 | 66 | 20 | 14 |

## CEDAR RAPIDS, IA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 213 | 246 | 309 | 235 | 272 | 316 | 254 | 204 | 278 | 185 | 198 | 253 | 258 | 244 | 250 | 312 | 207 | 235 | 243 | 249 |
| FIRST QUARTILE | 181 | 221 | 271 | 201 | 241 | 241 | 201 | 181 | 251 | 145 | 151 | 201 | 231 | 231 | 201 | 271 | 151 | 201 | 181 | 171 |
| MEDIAN | 211 | 241 | 301 | 231 | 261 | 311 | 201 | 201 | 261 | 171 | 191 | 241 | 231 | 241 | 251 | 321 | 201 | 231 | 201 | 241 |
| THIRD QUARTILE | 231 | 251 | 321 | 261 | 321 | 388 | 341 | 221 | 291 | 211 | 221 | 301 | 241 | 261 | 281 | 366 | 241 | 251 | 301 | 331 |
| NO. COMPANIES | 12 | 8 | 9 | 20 | 22 | 20 | 4 | 15 | 18 | 10 | 18 | 11 | 12 | 17 | 24 | 25 | 26 | 12 | 6 | 6 |
| NO. EMPLOYEES | 31 | 16 | 12 | 123 | 97 | 26 | 6 | 205 | 171 | 51 | 40 | 23 | 48 | 153 | 283 | 76 | 61 | 103 | 62 | 6 |

## DAVENPORT (QUAD-CITIES), IA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 298 | 291 | 423 | 339 | 416 | 363 | 258 | 367 | 320 | 250 | 315 | 349 | 392 | 392 | 435 | 399 | 302 | 351 | 330 | 357 |
| FIRST QUARTILE | 251 | 221 | 341 | 251 | 321 | 271 | 201 | 241 | 261 | 181 | 221 | 251 | 291 | 321 | 366 | 341 | 211 | 241 | 251 | 301 |
| MEDIAN | 281 | 291 | 476 | 321 | 476 | 351 | 221 | 351 | 311 | 211 | 271 | 271 | 413 | 438 | 501 | 388 | 281 | 321 | 291 | 351 |
| THIRD QUARTILE | 321 | 331 | 476 | 413 | 501 | 501 | 291 | 501 | 366 | 281 | 413 | 501 | 501 | 476 | 501 | 501 | 366 | 476 | 438 | 476 |
| NO. COMPANIES | 13 | 5 | 4 | 20 | 30 | 19 | 13 | 21 | 25 | 18 | 13 | 8 | 16 | 20 | 27 | 29 | 27 | 15 | 16 | 4 |
| NO. EMPLOYEES | 45 | 11 | 5 | 70 | 100 | 30 | 77 | 343 | 178 | 57 | 26 | 18 | 35 | 192 | 351 | 92 | 37 | 141 | 52 | 10 |

## DES MOINES, IA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 255 | 275 | 299 | 241 | 273 | 273 | 235 | 202 | 234 | 178 | 184 | 214 | 298 | 244 | 287 | 326 | 214 | 209 | 316 | 221 |
| FIRST QUARTILE | 221 | 241 | 261 | 211 | 221 | 241 | 211 | 181 | 191 | 151 | 151 | 181 | 221 | 211 | 251 | 261 | 171 | 191 | 241 | 201 |
| MEDIAN | 251 | 281 | 281 | 241 | 271 | 261 | 221 | 201 | 231 | 171 | 171 | 181 | 321 | 241 | 281 | 331 | 201 | 201 | 281 | 201 |
| THIRD QUARTILE | 271 | 301 | 321 | 261 | 311 | 291 | 241 | 221 | 271 | 191 | 201 | 251 | 351 | 281 | 321 | 388 | 241 | 221 | 413 | 221 |
| NO. COMPANIES | 42 | 23 | 20 | 52 | 57 | 43 | 18 | 45 | 54 | 34 | 45 | 36 | 27 | 50 | 55 | 57 | 60 | 36 | 26 | 20 |
| NO. EMPLOYEES | 213 | 61 | 51 | 509 | 296 | 162 | 64 | 1245 | 1396 | 560 | 304 | 226 | 56 | 1133 | 896 | 279 | 190 | 794 | 341 | 45 |

## DULUTH AREA, MN

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 293 | 328 | 384 | 260 | 319 | 303 | 231 | 222 | 292 | 215 | 236 | 283 | 316 | 273 | 300 | 353 | 237 | 253 | 287 | 259 |
| FIRST QUARTILE | 231 | 271 | 366 | 231 | 271 | 281 | 201 | 201 | 241 | 191 | 201 | 251 | 241 | 241 | 241 | 281 | 201 | 231 | 241 | 241 |
| MEDIAN | 301 | 331 | 413 | 251 | 301 | 301 | 221 | 221 | 261 | 201 | 241 | 271 | 301 | 281 | 291 | 351 | 221 | 241 | 311 | 271 |
| THIRD QUARTILE | 321 | 366 | 413 | 291 | 366 | 331 | 241 | 251 | 331 | 231 | 281 | 291 | 351 | 301 | 341 | 413 | 241 | 281 | 321 | 281 |
| NO. COMPANIES | 18 | 8 | 5 | 17 | 17 | 14 | 12 | 11 | 15 | 12 | 16 | 7 | 11 | 16 | 21 | 26 | 17 | 13 | 4 | 5 |
| NO. EMPLOYEES | 43 | 14 | 5 | 53 | 67 | 18 | 57 | 90 | 62 | 64 | 22 | 13 | 18 | 90 | 100 | 87 | 42 | 135 | 48 | 5 |

## FARGO-MOORHEAD, ND

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 204 | 195 | 246 | 254 | 296 | 242 | 227 | 186 | 206 | 175 | 181 | 222 | 260 | 207 | 233 | 314 | 222 | 186 | 278 | 204 |
| FIRST QUARTILE | 171 | 181 | 191 | 211 | 241 | 181 | 181 | 161 | 171 | 161 | 161 | 171 | 201 | 171 | 201 | 271 | 191 | 171 | 241 | 191 |
| MEDIAN | 181 | 181 | 251 | 241 | 291 | 221 | 221 | 171 | 181 | 161 | 161 | 221 | 221 | 191 | 221 | 311 | 221 | 171 | 271 | 201 |
| THIRD QUARTILE | 231 | 201 | 271 | 281 | 351 | 271 | 251 | 201 | 241 | 201 | 191 | 271 | 281 | 231 | 251 | 341 | 251 | 211 | 301 | 211 |
| NO. COMPANIES | 11 | 7 | 6 | 23 | 21 | 14 | 7 | 17 | 22 | 5 | 9 | 6 | 8 | 16 | 23 | 25 | 23 | 4 | 9 | 2 |
| NO. EMPLOYEES | 36 | 42 | 9 | 65 | 67 | 19 | 12 | 129 | 193 | 15 | 15 | 9 | 12 | 209 | 190 | 83 | 47 | 40 | 30 | 7 |

## FORT DODGE, IA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 234 | | | 252 | 267 | 273 | 221 | 247 | 242 | 205 | 219 | 369 | 288 | 221 | 269 | 281 | 212 | 250 | 326 | |
| FIRST QUARTILE | 191 | | | 221 | 231 | 211 | 201 | 201 | 201 | 181 | 211 | 281 | 221 | 191 | 231 | 251 | 171 | 211 | 301 | |
| MEDIAN | 201 | | | 251 | 261 | 251 | 201 | 231 | 241 | 201 | 211 | 301 | 321 | 231 | 271 | 281 | 201 | 221 | 351 | |
| THIRD QUARTILE | 261 | | | 271 | 301 | 301 | 241 | 321 | 261 | 241 | 231 | 476 | 341 | 251 | 291 | 311 | 251 | 321 | 351 | |
| NO. COMPANIES | 5 | | | 11 | 10 | 7 | 8 | 7 | 13 | 6 | 6 | 4 | 7 | 10 | 15 | 11 | 14 | 7 | 7 | |
| NO. EMPLOYEES | 6 | | | 34 | 32 | 8 | 42 | 70 | 53 | 17 | 9 | 6 | 12 | 55 | 41 | 19 | 30 | 14 | 34 | |

## KANSAS CITY, MO

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 272 | 287 | 335 | 276 | 304 | 304 | 240 | 231 | 249 | 189 | 206 | 273 | 358 | 304 | 309 | 378 | 250 | 216 | 303 | 302 |
| FIRST QUARTILE | 221 | 251 | 301 | 231 | 261 | 261 | 201 | 191 | 201 | 161 | 171 | 201 | 281 | 241 | 271 | 331 | 211 | 191 | 281 | 221 |
| MEDIAN | 261 | 291 | 321 | 251 | 291 | 291 | 211 | 221 | 231 | 181 | 201 | 231 | 331 | 271 | 301 | 366 | 231 | 201 | 291 | 271 |
| THIRD QUARTILE | 311 | 311 | 351 | 281 | 321 | 351 | 271 | 261 | 291 | 211 | 221 | 321 | 476 | 366 | 341 | 413 | 271 | 231 | 301 | 413 |
| NO. COMPANIES | 17 | 11 | 12 | 22 | 25 | 13 | 11 | 22 | 19 | 18 | 20 | 14 | 15 | 22 | 23 | 22 | 24 | 16 | 15 | 3 |
| NO. EMPLOYEES | 68 | 46 | 23 | 82 | 135 | 33 | 40 | 433 | 346 | 126 | 66 | 31 | 33 | 265 | 328 | 104 | 53 | 169 | 143 | 3 |

| | WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

## LINCOLN, NE

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 224 | 239 | 265 | 258 | 282 | 262 | 220 | 194 | 237 | 174 | 202 | 255 | 277 | 229 | 258 | 305 | 204 | 229 | 299 | 200 |
| FIRST QUARTILE | 191 | 201 | 251 | 231 | 251 | 241 | 201 | 181 | 221 | 161 | 171 | 211 | 231 | 201 | 231 | 271 | 181 | 201 | 201 | 181 |
| MEDIAN | 241 | 221 | 251 | 241 | 281 | 251 | 221 | 191 | 231 | 161 | 191 | 241 | 281 | 221 | 251 | 301 | 191 | 211 | 281 | 201 |
| THIRD QUARTILE | 241 | 281 | 281 | 251 | 311 | 281 | 251 | 211 | 261 | 191 | 231 | 271 | 321 | 241 | 281 | 341 | 221 | 231 | 413 | 221 |
| NO. COMPANIES | 18 | 7 | 13 | 32 | 32 | 19 | 10 | 25 | 27 | 15 | 19 | 19 | 18 | 21 | 30 | 35 | 37 | 16 | 14 | 8 |
| NO. EMPLOYEES | 115 | 16 | 20 | 234 | 169 | 51 | 149 | 572 | 498 | 34 | 44 | 81 | 26 | 435 | 408 | 179 | 126 | 273 | 133 | 19 |

## MADISON, WI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 246 | 290 | 293 | 246 | 313 | 337 | 280 | 252 | 260 | 195 | 213 | 266 | 394 | 280 | 316 | 364 | 237 | 227 | 323 | 248 |
| FIRST QUARTILE | 211 | 261 | 261 | 211 | 261 | 251 | 231 | 211 | 221 | 181 | 181 | 221 | 281 | 241 | 271 | 321 | 201 | 201 | 251 | 191 |
| MEDIAN | 231 | 291 | 291 | 231 | 291 | 321 | 251 | 241 | 251 | 181 | 191 | 241 | 476 | 251 | 301 | 351 | 221 | 221 | 366 | 241 |
| THIRD QUARTILE | 271 | 311 | 301 | 261 | 388 | 388 | 321 | 291 | 291 | 201 | 221 | 301 | 476 | 331 | 341 | 413 | 241 | 251 | 366 | 311 |
| NO. COMPANIES | 12 | 12 | 7 | 19 | 17 | 10 | 6 | 19 | 19 | 12 | 15 | 8 | 10 | 13 | 20 | 21 | 22 | 9 | 11 | 3 |
| NO. EMPLOYEES | 52 | 33 | 8 | 68 | 103 | 14 | 12 | 240 | 147 | 123 | 29 | 33 | 25 | 76 | 96 | 132 | 44 | 98 | 75 | 3 |

## MID-MISSOURI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 242 | 256 | 331 | 234 | 315 | 294 | 235 | 226 | 264 | 219 | 235 | 241 | 260 | 233 | 268 | 312 | 228 | 235 | 246 | |
| FIRST QUARTILE | 231 | 211 | 261 | 231 | 271 | 251 | 201 | 201 | 231 | 191 | 211 | 211 | 211 | 211 | 241 | 281 | 191 | 211 | 241 | |
| MEDIAN | 231 | 231 | 331 | 231 | 291 | 281 | 241 | 201 | 231 | 241 | 221 | 211 | 221 | 221 | 261 | 301 | 221 | 231 | 241 | |
| THIRD QUARTILE | 251 | 301 | 388 | 231 | 366 | 331 | 241 | 261 | 301 | 241 | 281 | 301 | 301 | 241 | 291 | 331 | 251 | 271 | 241 | |
| NO. COMPANIES | 7 | 5 | 5 | 14 | 13 | 12 | 10 | 14 | 13 | 10 | 12 | 7 | 10 | 16 | 16 | 16 | 13 | 9 | 6 | |
| NO. EMPLOYEES | 69 | 52 | 8 | 216 | 453 | 22 | 98 | 352 | 645 | 98 | 53 | 32 | 52 | 617 | 422 | 169 | 56 | 174 | 41 | |

## MILWAUKEE, WI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 298 | 300 | 330 | 272 | 341 | 307 | 300 | 266 | 296 | 230 | 237 | 358 | 329 | 315 | 362 | 418 | 276 | 273 | 374 | 317 |
| FIRST QUARTILE | 251 | 271 | 301 | 231 | 281 | 261 | 261 | 221 | 241 | 201 | 201 | 251 | 281 | 261 | 311 | 366 | 231 | 221 | 341 | 261 |
| MEDIAN | 311 | 301 | 321 | 251 | 321 | 311 | 311 | 261 | 281 | 241 | 221 | 366 | 311 | 291 | 366 | 413 | 281 | 271 | 388 | 281 |
| THIRD QUARTILE | 331 | 331 | 366 | 301 | 413 | 366 | 311 | 311 | 331 | 251 | 251 | 476 | 388 | 341 | 413 | 476 | 301 | 291 | 438 | 366 |
| NO. COMPANIES | 26 | 15 | 16 | 40 | 42 | 37 | 12 | 38 | 44 | 33 | 34 | 26 | 31 | 36 | 41 | 43 | 51 | 29 | 19 | 15 |
| NO. EMPLOYEES | 91 | 39 | 21 | 162 | 168 | 77 | 22 | 251 | 354 | 105 | 87 | 75 | 67 | 328 | 426 | 229 | 84 | 196 | 146 | 28 |

## MINNEAPOLIS-ST. PAUL, MN

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 269 | 301 | 333 | 263 | 304 | 308 | 228 | 230 | 269 | 199 | 224 | 278 | 272 | 281 | 312 | 370 | 245 | 243 | 304 | 222 |
| FIRST QUARTILE | 241 | 261 | 301 | 221 | 271 | 271 | 201 | 211 | 241 | 171 | 191 | 231 | 221 | 251 | 281 | 331 | 221 | 221 | 261 | 191 |
| MEDIAN | 261 | 301 | 321 | 261 | 301 | 291 | 211 | 231 | 261 | 191 | 221 | 261 | 271 | 281 | 301 | 366 | 231 | 241 | 291 | 211 |
| THIRD QUARTILE | 291 | 331 | 366 | 301 | 331 | 351 | 251 | 251 | 291 | 211 | 241 | 321 | 311 | 301 | 331 | 413 | 261 | 261 | 331 | 241 |
| NO. COMPANIES | 42 | 28 | 22 | 66 | 68 | 46 | 15 | 43 | 50 | 32 | 50 | 34 | 24 | 58 | 72 | 67 | 81 | 35 | 39 | 15 |
| NO. EMPLOYEES | 104 | 42 | 25 | 313 | 296 | 66 | 52 | 298 | 381 | 100 | 130 | 78 | 44 | 333 | 649 | 247 | 148 | 131 | 259 | 19 |

## MINNESOTA (SOUTHERN)

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 207 | | | 233 | 269 | 309 | 259 | 199 | 253 | 176 | 203 | 253 | 309 | 252 | 279 | 337 | 236 | 217 | 287 | |
| FIRST QUARTILE | 201 | | | 211 | 211 | 271 | 211 | 151 | 221 | 151 | 171 | 221 | 241 | 211 | 221 | 291 | 201 | 171 | 251 | |
| MEDIAN | 201 | | | 211 | 271 | 291 | 211 | 191 | 241 | 171 | 191 | 231 | 271 | 221 | 281 | 311 | 231 | 211 | 281 | |
| THIRD QUARTILE | 201 | | | 221 | 291 | 366 | 321 | 221 | 271 | 191 | 211 | 281 | 388 | 301 | 321 | 366 | 271 | 251 | 311 | |
| NO. COMPANIES | 6 | | | 12 | 18 | 13 | 7 | 10 | 12 | 6 | 6 | 9 | 8 | 11 | 17 | 12 | 10 | 6 | 10 | |
| NO. EMPLOYEES | 24 | | | 79 | 40 | 17 | 15 | 60 | 48 | 34 | 10 | 13 | 10 | 53 | 70 | 22 | 11 | 68 | 32 | |

## OMAHA, NE

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 250 | 257 | 327 | 241 | 331 | 341 | 253 | 218 | 259 | 188 | 208 | 263 | 279 | 262 | 274 | 326 | 232 | 266 | 302 | 246 |
| FIRST QUARTILE | 211 | 211 | 301 | 201 | 271 | 261 | 211 | 181 | 201 | 161 | 181 | 221 | 231 | 211 | 231 | 271 | 211 | 221 | 251 | 211 |
| MEDIAN | 231 | 241 | 321 | 231 | 301 | 341 | 241 | 191 | 251 | 191 | 201 | 251 | 251 | 251 | 261 | 311 | 241 | 301 | 291 | 231 |
| THIRD QUARTILE | 291 | 291 | 341 | 261 | 388 | 413 | 281 | 241 | 291 | 201 | 251 | 281 | 311 | 301 | 301 | 366 | 251 | 301 | 341 | 281 |
| NO. COMPANIES | 14 | 9 | 5 | 20 | 22 | 18 | 11 | 16 | 17 | 9 | 17 | 16 | 14 | 18 | 19 | 22 | 24 | 9 | 8 | 11 |
| NO. EMPLOYEES | 54 | 40 | 5 | 108 | 102 | 27 | 20 | 174 | 149 | 15 | 45 | 29 | 34 | 215 | 245 | 193 | 83 | 50 | 83 | 23 |

## ST. LOUIS, MO

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 232 | 257 | 308 | 243 | 300 | 282 | 233 | 209 | 232 | 190 | 197 | 293 | 290 | 255 | 289 | 356 | 233 | 237 | 351 | 284 |
| FIRST QUARTILE | 181 | 191 | 271 | 201 | 251 | 231 | 181 | 171 | 211 | 161 | 181 | 231 | 251 | 221 | 251 | 301 | 201 | 191 | 291 | 181 |
| MEDIAN | 221 | 241 | 301 | 241 | 291 | 261 | 221 | 181 | 231 | 191 | 201 | 261 | 281 | 251 | 291 | 351 | 221 | 221 | 331 | 221 |
| THIRD QUARTILE | 271 | 311 | 341 | 261 | 321 | 321 | 281 | 211 | 241 | 221 | 211 | 321 | 341 | 271 | 311 | 413 | 241 | 251 | 413 | 476 |
| NO. COMPANIES | 26 | 12 | 12 | 30 | 35 | 21 | 10 | 19 | 24 | 20 | 21 | 21 | 14 | 27 | 30 | 35 | 37 | 18 | 22 | 7 |
| NO. EMPLOYEES | 79 | 38 | 16 | 84 | 94 | 42 | 23 | 123 | 198 | 61 | 45 | 36 | 17 | 154 | 242 | 175 | 54 | 109 | 197 | 14 |

## TOPEKA, KS

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 238 | 401 | 400 | 261 | 291 | 308 | 221 | 235 | 297 | 256 | 234 | 349 | 310 | 288 | 321 | 346 | 272 | 254 | 414 | 248 |
| FIRST QUARTILE | 201 | 413 | 438 | 201 | 231 | 261 | 181 | 181 | 201 | 171 | 181 | 251 | 251 | 241 | 261 | 301 | 211 | 211 | 331 | 181 |
| MEDIAN | 221 | 413 | 438 | 231 | 271 | 291 | 201 | 211 | 261 | 211 | 211 | 413 | 291 | 271 | 311 | 321 | 231 | 241 | 476 | 211 |
| THIRD QUARTILE | 241 | 413 | 438 | 291 | 331 | 331 | 231 | 251 | 413 | 388 | 291 | 438 | 366 | 311 | 413 | 366 | 301 | 261 | 476 | 281 |
| NO. COMPANIES | 11 | 7 | 6 | 15 | 16 | 14 | 10 | 14 | 16 | 9 | 10 | 11 | 13 | 12 | 17 | 16 | 16 | 6 | 6 | 5 |
| NO. EMPLOYEES | 61 | 108 | 37 | 89 | 90 | 77 | 50 | 198 | 244 | 31 | 53 | 66 | 19 | 333 | 219 | 67 | 46 | 47 | 538 | 22 |

## WATERLOO, IA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 267 | | 300 | 252 | 292 | 294 | 221 | 228 | 264 | 203 | 187 | 275 | 278 | 238 | 291 | 337 | 211 | 233 | 268 | 248 |
| FIRST QUARTILE | 241 | | 281 | 221 | 251 | 251 | 191 | 201 | 231 | 161 | 161 | 241 | 241 | 221 | 261 | 301 | 181 | 211 | 251 | 161 |
| MEDIAN | 261 | | 281 | 251 | 291 | 291 | 221 | 221 | 271 | 191 | 171 | 251 | 271 | 231 | 281 | 341 | 211 | 221 | 271 | 271 |
| THIRD QUARTILE | 291 | | 281 | 271 | 341 | 321 | 251 | 241 | 271 | 231 | 191 | 321 | 331 | 251 | 331 | 366 | 231 | 271 | 281 | 311 |
| NO. COMPANIES | 9 | | 3 | 11 | 15 | 11 | 12 | 13 | 13 | 5 | 7 | 9 | 12 | 12 | 18 | 16 | 15 | 10 | 9 | 3 |
| NO. EMPLOYEES | 24 | | 5 | 100 | 59 | 14 | 61 | 141 | 157 | 19 | 18 | 29 | 15 | 80 | 92 | 47 | 17 | 31 | 43 | 3 |

## WICHITA, KS

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 278 | 300 | 355 | 241 | 316 | 299 | 232 | 239 | 269 | 211 | 236 | 279 | 300 | 326 | 328 | 370 | 253 | 237 | 291 | 263 |
| FIRST QUARTILE | 221 | 271 | 281 | 211 | 281 | 241 | 201 | 211 | 221 | 191 | 191 | 221 | 221 | 261 | 281 | 321 | 231 | 211 | 251 | 231 |
| MEDIAN | 241 | 301 | 301 | 241 | 311 | 271 | 221 | 231 | 261 | 201 | 221 | 301 | 261 | 301 | 311 | 366 | 251 | 231 | 291 | 261 |
| THIRD QUARTILE | 271 | 331 | 366 | 261 | 351 | 331 | 241 | 251 | 291 | 221 | 251 | 331 | 331 | 438 | 351 | 413 | 281 | 261 | 331 | 261 |
| NO. COMPANIES | 13 | 7 | 8 | 19 | 21 | 16 | 7 | 19 | 15 | 12 | 18 | 12 | 9 | 22 | 22 | 22 | 27 | 10 | 10 | 5 |
| NO. EMPLOYEES | 26 | 9 | 8 | 197 | 154 | 30 | 42 | 306 | 128 | 84 | 38 | 44 | 20 | 315 | 222 | 132 | 74 | 111 | 42 | 6 |

# SOUTHERN UNITED STATES

## ANDERSON, SC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | | | | | 306 | | | | 256 | | | 224 | | | 343 | 305 | 228 | | 315 | |
| FIRST QUARTILE | | | | | 281 | | | | 221 | | | 191 | | | 301 | 271 | 201 | | 251 | |
| MEDIAN | | | | | 291 | | | | 241 | | | 201 | | | 366 | 301 | 221 | | 331 | |
| THIRD QUARTILE | | | | | 311 | | | | 311 | | | 261 | | | 413 | 321 | 261 | | 351 | |
| NO. COMPANIES | | | | | 3 | | | | 4 | | | 2 | | | 2 | 4 | 3 | | 5 | |
| NO. EMPLOYEES | | | | | 6 | | | | 11 | | | 6 | | | 5 | 7 | 3 | | 22 | |

## ATLANTA, GA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 290 | 328 | 369 | 287 | 304 | 310 | 398 | 248 | 307 | 196 | 230 | 308 | 308 | 308 | 365 | 392 | 276 | 261 | 323 | 286 |
| FIRST QUARTILE | 271 | 281 | 331 | 231 | 271 | 291 | 413 | 221 | 271 | 181 | 201 | 281 | 261 | 261 | 301 | 331 | 231 | 211 | 251 | 251 |
| MEDIAN | 291 | 331 | 366 | 261 | 291 | 311 | 413 | 251 | 331 | 191 | 211 | 331 | 301 | 301 | 351 | 366 | 261 | 231 | 291 | 271 |
| THIRD QUARTILE | 321 | 366 | 413 | 331 | 321 | 331 | 413 | 281 | 331 | 201 | 261 | 341 | 331 | 341 | 438 | 476 | 301 | 321 | 366 | 331 |
| NO. COMPANIES | 23 | 11 | 17 | 27 | 27 | 19 | 7 | 24 | 27 | 14 | 22 | 14 | 13 | 26 | 30 | 31 | 33 | 15 | 18 | 6 |
| NO. EMPLOYEES | 95 | 31 | 29 | 362 | 291 | 57 | 96 | 340 | 879 | 70 | 77 | 61 | 23 | 628 | 505 | 265 | 61 | 107 | 198 | 14 |

| A | WORD PROCESSING OPERATOR |
|---|---|
| B | SENIOR WORD PROCESSING OPERATOR |
| C | LEAD WORD PROCESSING OPERATOR |
| D | ACCOUNTING CLERK - LEVEL B |
| E | ACCOUNTING CLERK - LEVEL A |
| F | PAYROLL CLERK |
| G | CASHIER |
| H | GENERAL CLERK - LEVEL B |
| I | GENERAL CLERK - LEVEL A |
| J | FILE CLERK |
| K | MAIL CLERK |
| L | SHIPPING/RECEIVING CLERK |
| M | PURCHASING CLERK |
| N | SECRETARY - LEVEL B |
| O | SECRETARY - LEVEL A |
| P | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. |
| Q | SWITCHBOARD OPERATOR/RECEPTIONIST |
| R | CLERK TYPIST |
| S | CUSTOMER SERVICE REPRESENTATIVE |
| T | PHOTOCOPY MACHINE OPERATOR |

## BIRMINGHAM, AL

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 247 | 281 | 314 | 227 | 272 | 292 | 200 | 202 | 250 | 183 | 194 | 240 | 259 | 241 | 267 | 317 | 222 | 198 | 271 | 234 |
| FIRST QUARTILE | 221 | 261 | 291 | 191 | 241 | 251 | 181 | 181 | 221 | 161 | 171 | 201 | 231 | 211 | 241 | 281 | 191 | 181 | 231 | 221 |
| MEDIAN | 241 | 271 | 301 | 221 | 261 | 281 | 201 | 201 | 251 | 181 | 191 | 211 | 241 | 231 | 261 | 311 | 221 | 201 | 281 | 241 |
| THIRD QUARTILE | 271 | 291 | 341 | 261 | 291 | 321 | 211 | 221 | 271 | 201 | 211 | 231 | 281 | 261 | 281 | 341 | 251 | 211 | 311 | 251 |
| NO. COMPANIES | 10 | 7 | 5 | 25 | 31 | 26 | 12 | 21 | 23 | 15 | 23 | 13 | 21 | 29 | 32 | 32 | 36 | 22 | 17 | 8 |
| NO. EMPLOYEES | 50 | 25 | 10 | 130 | 123 | 46 | 252 | 437 | 398 | 119 | 91 | 54 | 46 | 341 | 620 | 317 | 91 | 106 | 187 | 24 |

## CHARLOTTE, NC

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 279 | 289 | 340 | 258 | 328 | 270 | 198 | 297 | 326 | 243 | 238 | 267 | 262 | 317 | 314 | 359 | 243 | 230 | 270 | 219 |
| FIRST QUARTILE | 261 | 291 | 331 | 211 | 291 | 241 | 151 | 261 | 261 | 201 | 211 | 221 | 251 | 261 | 271 | 331 | 211 | 211 | 251 | 211 |
| MEDIAN | 261 | 291 | 331 | 261 | 331 | 261 | 161 | 311 | 351 | 241 | 231 | 261 | 261 | 291 | 291 | 351 | 231 | 231 | 261 | 221 |
| THIRD QUARTILE | 321 | 291 | 331 | 301 | 366 | 301 | 191 | 331 | 388 | 261 | 261 | 311 | 281 | 388 | 331 | 366 | 281 | 241 | 281 | 231 |
| NO. COMPANIES | 11 | 6 | 4 | 19 | 23 | 19 | 4 | 14 | 21 | 8 | 16 | 15 | 13 | 20 | 21 | 28 | 28 | 10 | 11 | 3 |
| NO. EMPLOYEES | 43 | 37 | 37 | 121 | 126 | 39 | 20 | 364 | 442 | 28 | 56 | 28 | 17 | 345 | 304 | 120 | 51 | 63 | 301 | 5 |

## CHATTANOOGA, TN

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 240 | | | 261 | 303 | 309 | 295 | 239 | 270 | 240 | 240 | 271 | 296 | 270 | 305 | 358 | 234 | 245 | 291 | 241 |
| FIRST QUARTILE | 241 | | | 241 | 271 | 301 | 211 | 241 | 271 | 241 | 241 | 271 | 301 | 271 | 301 | 351 | 241 | 241 | 261 | 241 |
| MEDIAN | 241 | | | 241 | 271 | 301 | 301 | 241 | 271 | 241 | 241 | 271 | 301 | 271 | 301 | 351 | 241 | 241 | 281 | 241 |
| THIRD QUARTILE | 241 | | | 241 | 271 | 301 | 351 | 241 | 271 | 241 | 241 | 271 | 301 | 271 | 301 | 351 | 241 | 241 | 341 | 241 |
| NO. COMPANIES | 3 | | | 7 | 11 | 14 | 7 | 8 | 8 | 3 | 7 | 9 | 8 | 11 | 12 | 13 | 11 | 9 | 4 | 3 |
| NO. EMPLOYEES | 78 | | | 42 | 60 | 52 | 24 | 327 | 574 | 164 | 29 | 57 | 47 | 483 | 581 | 100 | 56 | 661 | 22 | 45 |

## COLUMBIA, SC

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 216 | 260 | 318 | 265 | 300 | 309 | 265 | 245 | 235 | 173 | 202 | 284 | 315 | 282 | 317 | 392 | 254 | 240 | 316 | 250 |
| FIRST QUARTILE | 211 | 261 | 321 | 271 | 301 | 311 | 201 | 211 | 211 | 161 | 171 | 261 | 281 | 281 | 291 | 351 | 221 | 241 | 271 | 211 |
| MEDIAN | 221 | 261 | 321 | 271 | 311 | 311 | 271 | 211 | 211 | 171 | 191 | 281 | 301 | 281 | 301 | 388 | 221 | 241 | 331 | 231 |
| THIRD QUARTILE | 221 | 261 | 321 | 271 | 311 | 311 | 311 | 291 | 211 | 191 | 231 | 301 | 366 | 281 | 341 | 388 | 261 | 241 | 351 | 301 |
| NO. COMPANIES | 7 | 7 | 3 | 12 | 13 | 14 | 5 | 10 | 12 | 7 | 11 | 11 | 10 | 11 | 17 | 15 | 14 | 9 | 7 | 5 |
| NO. EMPLOYEES | 36 | 37 | 8 | 149 | 91 | 80 | 20 | 400 | 379 | 71 | 31 | 34 | 24 | 496 | 263 | 126 | 28 | 1062 | 186 | 23 |

## DALLAS, TX

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 294 | 347 | 394 | 283 | 361 | 358 | 318 | 246 | 273 | 222 | 232 | 309 | 364 | 329 | 345 | 405 | 266 | 234 | 355 | 258 |
| FIRST QUARTILE | 271 | 291 | 311 | 251 | 311 | 311 | 251 | 221 | 241 | 191 | 211 | 241 | 301 | 301 | 281 | 351 | 241 | 211 | 291 | 221 |
| MEDIAN | 281 | 351 | 413 | 271 | 351 | 351 | 271 | 241 | 271 | 201 | 231 | 331 | 351 | 321 | 351 | 388 | 271 | 231 | 351 | 231 |
| THIRD QUARTILE | 341 | 413 | 476 | 301 | 413 | 388 | 413 | 271 | 301 | 261 | 251 | 388 | 476 | 366 | 388 | 476 | 301 | 271 | 413 | 311 |
| NO. COMPANIES | 13 | 12 | 9 | 19 | 21 | 19 | 6 | 13 | 16 | 11 | 14 | 8 | 11 | 16 | 24 | 24 | 23 | 13 | 13 | 9 |
| NO. EMPLOYEES | 30 | 68 | 10 | 72 | 122 | 29 | 7 | 149 | 199 | 37 | 53 | 30 | 15 | 124 | 153 | 104 | 53 | 73 | 105 | 13 |

## FORT WORTH, TX

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 288 | 315 | 385 | 269 | 380 | 381 | 244 | 244 | 297 | 219 | 245 | 293 | 335 | 301 | 354 | 399 | 270 | 237 | 306 | 276 |
| FIRST QUARTILE | 241 | 261 | 366 | 221 | 311 | 321 | 191 | 201 | 251 | 181 | 211 | 231 | 261 | 271 | 291 | 341 | 231 | 201 | 201 | 221 |
| MEDIAN | 301 | 311 | 388 | 281 | 366 | 351 | 241 | 231 | 281 | 221 | 231 | 261 | 366 | 301 | 366 | 388 | 271 | 241 | 321 | 251 |
| THIRD QUARTILE | 321 | 321 | 388 | 301 | 476 | 476 | 271 | 281 | 341 | 241 | 271 | 413 | 388 | 341 | 413 | 476 | 301 | 271 | 388 | 388 |
| NO. COMPANIES | 10 | 6 | 6 | 19 | 22 | 14 | 7 | 17 | 16 | 9 | 15 | 8 | 11 | 20 | 22 | 17 | 25 | 12 | 9 | 5 |
| NO. EMPLOYEES | 27 | 8 | 6 | 94 | 122 | 23 | 57 | 138 | 202 | 45 | 34 | 38 | 22 | 253 | 188 | 93 | 63 | 56 | 144 | 7 |

## GREENSBORO, NC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 254 | 289 | 353 | 265 | 302 | 279 | 252 | 230 | 267 | 191 | 205 | 244 | 305 | 267 | 294 | 348 | 256 | 236 | 273 | 271 |
| FIRST QUARTILE | 241 | 281 | 331 | 231 | 281 | 271 | 231 | 201 | 221 | 181 | 181 | 221 | 251 | 241 | 261 | 311 | 221 | 221 | 221 | 191 |
| MEDIAN | 251 | 291 | 366 | 261 | 321 | 271 | 251 | 241 | 261 | 181 | 191 | 271 | 291 | 271 | 291 | 341 | 241 | 251 | 261 | 271 |
| THIRD QUARTILE | 271 | 291 | 388 | 301 | 321 | 291 | 271 | 251 | 301 | 191 | 231 | 271 | 331 | 301 | 331 | 388 | 271 | 251 | 301 | 281 |
| NO. COMPANIES | 11 | 6 | 5 | 16 | 17 | 12 | 8 | 19 | 17 | 8 | 9 | 10 | 8 | 15 | 20 | 20 | 20 | 9 | 11 | 3 |
| NO. EMPLOYEES | 46 | 36 | 26 | 76 | 90 | 32 | 29 | 241 | 273 | 56 | 35 | 41 | 11 | 173 | 212 | 150 | 31 | 191 | 66 | 4 |

## GREENVILLE, SC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 246 | 298 | 296 | 242 | 287 | 299 | 205 | 231 | 265 | 195 | 229 | 325 | 282 | 234 | 261 | 335 | 237 | 259 | 258 | |
| FIRST QUARTILE | 221 | 261 | 261 | 221 | 251 | 241 | 181 | 201 | 221 | 171 | 191 | 301 | 251 | 201 | 231 | 311 | 181 | 241 | 221 | |
| MEDIAN | 231 | 271 | 281 | 241 | 271 | 301 | 201 | 231 | 261 | 201 | 191 | 321 | 281 | 221 | 261 | 331 | 251 | 261 | 251 | |
| THIRD QUARTILE | 251 | 311 | 291 | 261 | 291 | 321 | 221 | 251 | 291 | 211 | 251 | 388 | 301 | 261 | 291 | 366 | 281 | 291 | 271 | |
| NO. COMPANIES | 5 | 4 | 4 | 7 | 9 | 8 | 4 | 5 | 7 | 6 | 6 | 2 | 4 | 7 | 9 | 7 | 8 | 4 | 7 | |
| NO. EMPLOYEES | 8 | 5 | 4 | 15 | 21 | 12 | 47 | 48 | 33 | 31 | 10 | 5 | 8 | 43 | 55 | 26 | 11 | 14 | 47 | |

## HOUSTON, TX

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 307 | 357 | 405 | 296 | 334 | 339 | 293 | 257 | 339 | 239 | 235 | 318 | 317 | 312 | 364 | 432 | 284 | 258 | 302 | |
| FIRST QUARTILE | 281 | 341 | 388 | 271 | 281 | 231 | 231 | 231 | 281 | 221 | 201 | 291 | 271 | 271 | 321 | 386 | 261 | 241 | 261 | |
| MEDIAN | 301 | 351 | 413 | 291 | 311 | 321 | 271 | 251 | 321 | 221 | 231 | 321 | 311 | 311 | 366 | 438 | 281 | 251 | 311 | |
| THIRD QUARTILE | 331 | 366 | 413 | 321 | 388 | 366 | 311 | 271 | 388 | 261 | 251 | 351 | 351 | 341 | 413 | 476 | 311 | 261 | 321 | |
| NO. COMPANIES | 8 | 6 | 3 | 17 | 14 | 17 | 6 | 10 | 16 | 6 | 10 | 8 | 9 | 15 | 19 | 19 | 20 | 7 | 8 | |
| NO. EMPLOYEES | 23 | 14 | 3 | 98 | 56 | 26 | 16 | 61 | 98 | 13 | 27 | 12 | 21 | 149 | 193 | 96 | 43 | 40 | 64 | |

## JACKSONVILLE, FL

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 261 | 294 | 290 | 240 | 288 | 282 | 203 | 213 | 270 | 201 | 209 | 234 | 266 | 247 | 295 | 338 | 222 | 225 | 244 | 237 |
| FIRST QUARTILE | 221 | 261 | 261 | 211 | 251 | 251 | 181 | 181 | 251 | 181 | 171 | 221 | 241 | 221 | 241 | 301 | 191 | 201 | 201 | 231 |
| MEDIAN | 261 | 311 | 271 | 231 | 281 | 281 | 201 | 211 | 271 | 191 | 221 | 231 | 251 | 241 | 291 | 331 | 221 | 221 | 231 | 241 |
| THIRD QUARTILE | 291 | 321 | 291 | 261 | 321 | 301 | 221 | 231 | 291 | 221 | 241 | 251 | 271 | 271 | 331 | 388 | 241 | 241 | 271 | 251 |
| NO. COMPANIES | 13 | 5 | 6 | 24 | 19 | 16 | 7 | 16 | 16 | 10 | 16 | 7 | 14 | 20 | 25 | 23 | 18 | 8 | 14 | 4 |
| NO. EMPLOYEES | 32 | 33 | 10 | 115 | 83 | 60 | 89 | 730 | 765 | 66 | 86 | 30 | 28 | 220 | 211 | 94 | 36 | 75 | 109 | 16 |

## KINGSPORT (EAST TN)

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 249 | 249 | 269 | 263 | 298 | 278 | 274 | 243 | 254 | 182 | 218 | 312 | 310 | 263 | 285 | 333 | 245 | 216 | 254 | 231 |
| FIRST QUARTILE | 211 | 231 | 241 | 201 | 211 | 201 | 261 | 241 | 181 | 151 | 181 | 251 | 271 | 221 | 241 | 291 | 231 | 171 | 221 | 151 |
| MEDIAN | 211 | 231 | 241 | 251 | 281 | 251 | 271 | 241 | 241 | 151 | 211 | 291 | 301 | 251 | 281 | 341 | 251 | 221 | 271 | 211 |
| THIRD QUARTILE | 321 | 231 | 291 | 301 | 321 | 301 | 271 | 241 | 281 | 201 | 251 | 388 | 351 | 271 | 311 | 366 | 251 | 241 | 281 | 291 |
| NO. COMPANIES | 7 | 2 | 4 | 14 | 9 | 12 | 5 | 13 | 11 | 8 | 9 | 8 | 8 | 13 | 16 | 16 | 16 | 8 | 5 | 6 |
| NO. EMPLOYEES | 37 | 13 | 8 | 45 | 18 | 22 | 15 | 171 | 137 | 25 | 19 | 25 | 16 | 97 | 126 | 54 | 46 | 57 | 67 | 12 |

## KNOXVILLE (GREATER), TN

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 245 | 287 | 297 | 234 | 312 | 280 | 195 | 234 | 266 | 199 | 219 | 263 | 294 | 274 | 289 | 336 | 236 | 200 | 264 | 214 |
| FIRST QUARTILE | 221 | 291 | 311 | 201 | 281 | 281 | 181 | 231 | 261 | 161 | 171 | 271 | 311 | 201 | 221 | 271 | 221 | 181 | 221 | 191 |
| MEDIAN | 261 | 301 | 311 | 221 | 321 | 281 | 181 | 231 | 261 | 191 | 211 | 271 | 311 | 331 | 271 | 321 | 231 | 211 | 261 | 201 |
| THIRD QUARTILE | 261 | 311 | 311 | 261 | 321 | 281 | 181 | 231 | 261 | 221 | 271 | 271 | 311 | 331 | 388 | 388 | 261 | 211 | 291 | 251 |
| NO. COMPANIES | 10 | 6 | 4 | 13 | 16 | 12 | 5 | 11 | 12 | 8 | 8 | 8 | 5 | 10 | 15 | 13 | 16 | 6 | 6 | 2 |
| NO. EMPLOYEES | 149 | 13 | 42 | 44 | 101 | 76 | 26 | 108 | 215 | 79 | 114 | 116 | 29 | 387 | 261 | 54 | 33 | 139 | 89 | 3 |

## LEXINGTON, KY

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 229 | | | 224 | 246 | 241 | 214 | 213 | 254 | 170 | 180 | 238 | 260 | 251 | 311 | 348 | 231 | 242 | 238 | |
| FIRST QUARTILE | 201 | | | 161 | 201 | 211 | 181 | 171 | 211 | 145 | 151 | 191 | 241 | 211 | 271 | 301 | 201 | 221 | 171 | |
| MEDIAN | 221 | | | 231 | 241 | 221 | 191 | 211 | 261 | 151 | 171 | 231 | 241 | 241 | 331 | 341 | 241 | 261 | 211 | |
| THIRD QUARTILE | 241 | | | 281 | 291 | 271 | 241 | 251 | 291 | 181 | 191 | 271 | 291 | 271 | 341 | 388 | 251 | 261 | 311 | |
| NO. COMPANIES | 6 | | | 9 | 10 | 8 | 4 | 6 | 7 | 6 | 8 | 4 | 3 | 7 | 10 | 13 | 14 | 4 | 6 | |
| NO. EMPLOYEES | 16 | | | 72 | 60 | 11 | 80 | 109 | 75 | 38 | 16 | 13 | 15 | 88 | 62 | 42 | 23 | 21 | 131 | |

| | WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |

## LOUISVILLE, KY

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 241 | 239 | 278 | 238 | 270 | 281 | 220 | 213 | 266 | 188 | 198 | 259 | 266 | 235 | 268 | 361 | 228 | 206 | 299 | 218 |
| FIRST QUARTILE | 211 | 201 | 241 | 201 | 221 | 241 | 171 | 181 | 231 | 161 | 171 | 201 | 221 | 201 | 221 | 311 | 201 | 171 | 271 | 191 |
| MEDIAN | 241 | 231 | 261 | 231 | 261 | 291 | 201 | 211 | 261 | 181 | 191 | 261 | 261 | 221 | 261 | 341 | 211 | 201 | 301 | 201 |
| THIRD QUARTILE | 271 | 271 | 321 | 281 | 311 | 301 | 251 | 231 | 291 | 201 | 221 | 331 | 291 | 261 | 311 | 388 | 261 | 221 | 341 | 231 |
| NO. COMPANIES | 13 | 9 | 7 | 28 | 27 | 26 | 12 | 21 | 23 | 13 | 19 | 16 | 19 | 26 | 35 | 28 | 22 | 17 | 16 | 3 |
| NO. EMPLOYEES | 40 | 41 | 14 | 102 | 103 | 54 | 80 | 392 | 517 | 56 | 71 | 54 | 27 | 242 | 355 | 123 | 50 | 32 | 249 | 6 |

## NASHVILLE, TN

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 253 | 307 | | 230 | 262 | 276 | 271 | 222 | 227 | 174 | 205 | 236 | 262 | 267 | 296 | 338 | 230 | 210 | 234 | 203 |
| FIRST QUARTILE | 221 | 291 | | 191 | 241 | 251 | 211 | 181 | 191 | 161 | 181 | 211 | 221 | 241 | 261 | 291 | 191 | 191 | 201 | 191 |
| MEDIAN | 251 | 301 | | 221 | 251 | 261 | 261 | 211 | 201 | 171 | 201 | 221 | 261 | 261 | 291 | 331 | 211 | 211 | 221 | 211 |
| THIRD QUARTILE | 271 | 321 | | 261 | 281 | 281 | 341 | 281 | 251 | 191 | 231 | 251 | 281 | 291 | 311 | 388 | 271 | 221 | 251 | 211 |
| NO. COMPANIES | 8 | 6 | | 9 | 10 | 10 | 3 | 7 | 7 | 7 | 10 | 8 | 6 | 11 | 12 | 14 | 14 | 7 | 5 | 3 |
| NO. EMPLOYEES | 18 | 12 | | 48 | 55 | 15 | 3 | 18 | 22 | 19 | 24 | 20 | 9 | 129 | 108 | 50 | 21 | 20 | 23 | 6 |

## NORFOLK (HAMPTON ROADS), VA

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 238 | 298 | 344 | 263 | 282 | 288 | 204 | 203 | 239 | 199 | 211 | 286 | 323 | 277 | 324 | 384 | 229 | 235 | 293 | 227 |
| FIRST QUARTILE | 221 | 231 | 271 | 221 | 241 | 251 | 181 | 181 | 191 | 145 | 171 | 271 | 301 | 271 | 261 | 321 | 211 | 241 | 231 | 221 |
| MEDIAN | 221 | 231 | 351 | 251 | 261 | 301 | 201 | 201 | 241 | 181 | 191 | 301 | 341 | 271 | 291 | 366 | 211 | 241 | 281 | 221 |
| THIRD QUARTILE | 221 | 291 | 413 | 271 | 301 | 331 | 211 | 231 | 271 | 241 | 231 | 301 | 341 | 301 | 413 | 476 | 251 | 241 | 311 | 241 |
| NO. COMPANIES | 9 | 3 | 4 | 18 | 20 | 13 | 4 | 14 | 16 | 6 | 12 | 7 | 11 | 14 | 20 | 22 | 20 | 10 | 6 | 5 |
| NO. EMPLOYEES | 28 | 4 | 5 | 100 | 126 | 58 | 16 | 151 | 148 | 109 | 26 | 134 | 49 | 177 | 170 | 116 | 34 | 239 | 29 | 12 |

## OKLAHOMA CITY, OK

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 272 | 294 | 321 | 294 | 331 | 283 | 282 | 240 | 317 | 200 | 219 | 327 | 284 | 306 | 311 | 399 | 263 | 250 | 362 | 209 |
| FIRST QUARTILE | 261 | 261 | 301 | 241 | 291 | 251 | 241 | 211 | 261 | 161 | 191 | 291 | 231 | 251 | 251 | 351 | 221 | 231 | 291 | 161 |
| MEDIAN | 271 | 261 | 321 | 291 | 321 | 281 | 271 | 231 | 301 | 201 | 211 | 311 | 291 | 291 | 311 | 413 | 251 | 251 | 341 | 161 |
| THIRD QUARTILE | 291 | 341 | 341 | 291 | 341 | 321 | 321 | 251 | 351 | 211 | 251 | 321 | 301 | 366 | 331 | 476 | 311 | 271 | 476 | 271 |
| NO. COMPANIES | 14 | 6 | 5 | 18 | 22 | 15 | 11 | 18 | 16 | 14 | 17 | 8 | 11 | 16 | 23 | 20 | 24 | 10 | 14 | 6 |
| NO. EMPLOYEES | 60 | 10 | 6 | 129 | 151 | 38 | 65 | 369 | 340 | 77 | 59 | 28 | 20 | 306 | 325 | 120 | 62 | 132 | 251 | 27 |

## ORLANDO (GREATER), FL

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 248 | 278 | 299 | 257 | 303 | 270 | 189 | 229 | 231 | 210 | 216 | 243 | 273 | 283 | 309 | 334 | 248 | 245 | 287 | 258 |
| FIRST QUARTILE | 221 | 251 | 261 | 221 | 281 | 251 | 171 | 201 | 201 | 181 | 191 | 201 | 231 | 241 | 271 | 291 | 221 | 221 | 221 | 241 |
| MEDIAN | 241 | 281 | 301 | 251 | 311 | 281 | 181 | 221 | 231 | 201 | 211 | 241 | 271 | 281 | 331 | 341 | 261 | 251 | 271 | 271 |
| THIRD QUARTILE | 281 | 311 | 321 | 291 | 331 | 291 | 201 | 251 | 261 | 261 | 241 | 271 | 291 | 321 | 331 | 366 | 281 | 281 | 366 | 281 |
| NO. COMPANIES | 14 | 9 | 9 | 17 | 18 | 14 | 7 | 15 | 19 | 10 | 18 | 13 | 12 | 19 | 21 | 23 | 22 | 10 | 10 | 8 |
| NO. EMPLOYEES | 48 | 38 | 18 | 246 | 200 | 51 | 176 | 206 | 180 | 98 | 52 | 27 | 21 | 270 | 388 | 145 | 95 | 322 | 162 | 17 |

## RALEIGH (RES. TRIANGLE), NC

TOTAL ALL TYPES OF BUSINESS

| JOB CATEGORY | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 240 | 276 | 324 | 216 | 275 | 279 | 223 | 241 | 276 | 201 | 224 | 219 | 289 | 242 | 294 | 332 | 226 | 204 | 288 | 243 |
| FIRST QUARTILE | 211 | 241 | 281 | 191 | 241 | 251 | 211 | 211 | 241 | 181 | 201 | 181 | 241 | 211 | 251 | 291 | 191 | 191 | 241 | 211 |
| MEDIAN | 231 | 271 | 321 | 191 | 271 | 271 | 211 | 231 | 271 | 191 | 211 | 201 | 281 | 231 | 291 | 331 | 221 | 191 | 271 | 231 |
| THIRD QUARTILE | 251 | 291 | 341 | 231 | 301 | 301 | 211 | 271 | 301 | 211 | 241 | 251 | 331 | 271 | 331 | 366 | 251 | 211 | 301 | 281 |
| NO. COMPANIES | 10 | 9 | 7 | 22 | 22 | 15 | 5 | 9 | 15 | 9 | 9 | 16 | 11 | 19 | 18 | 21 | 24 | 7 | 8 | 4 |
| NO. EMPLOYEES | 114 | 69 | 12 | 140 | 194 | 63 | 193 | 789 | 361 | 82 | 128 | 124 | 14 | 1139 | 1886 | 624 | 65 | 142 | 40 | 82 |

## RICHMOND, VA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 283 | 322 | 373 | 251 | 306 | 297 | 252 | 244 | 286 | 207 | 213 | 279 | 320 | 304 | 318 | 367 | 233 | 241 | 286 | 189 |
| FIRST QUARTILE | 241 | 281 | 311 | 211 | 261 | 231 | 201 | 201 | 241 | 171 | 171 | 211 | 251 | 251 | 271 | 311 | 171 | 201 | 221 | 145 |
| MEDIAN | 261 | 301 | 388 | 261 | 301 | 301 | 241 | 241 | 281 | 191 | 221 | 271 | 291 | 311 | 311 | 351 | 251 | 231 | 271 | 191 |
| THIRD QUARTILE | 366 | 388 | 476 | 271 | 366 | 331 | 301 | 311 | 331 | 251 | 241 | 331 | 331 | 366 | 366 | 413 | 271 | 271 | 331 | 231 |
| NO. COMPANIES | 20 | 11 | 10 | 25 | 28 | 20 | 8 | 28 | 25 | 15 | 19 | 9 | 11 | 16 | 24 | 25 | 27 | 14 | 16 | 3 |
| NO. EMPLOYEES | 76 | 40 | 27 | 196 | 180 | 99 | 59 | 384 | 361 | 109 | 81 | 32 | 38 | 378 | 388 | 159 | 69 | 219 | 175 | 3 |

## ROANOKE, VA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 218 | 249 | | 242 | 289 | 338 | 213 | 193 | 240 | 176 | 230 | 296 | 272 | 266 | 305 | 370 | 244 | 223 | 266 | |
| FIRST QUARTILE | 201 | 221 | | 201 | 241 | 271 | 191 | 151 | 201 | 161 | 161 | 171 | 211 | 221 | 261 | 311 | 201 | 171 | 201 | |
| MEDIAN | 211 | 231 | | 241 | 281 | 351 | 201 | 191 | 241 | 191 | 251 | 281 | 241 | 251 | 291 | 366 | 231 | 181 | 231 | |
| THIRD QUARTILE | 251 | 231 | | 261 | 291 | 438 | 221 | 211 | 261 | 181 | 261 | 413 | 291 | 301 | 366 | 476 | 291 | 341 | 341 | |
| NO. COMPANIES | 4 | 2 | | 8 | 11 | 7 | 5 | 8 | 7 | 3 | 4 | 5 | 5 | 7 | 11 | 13 | 11 | 4 | 8 | |
| NO. EMPLOYEES | 7 | 4 | | 23 | 37 | 18 | 51 | 71 | 41 | 12 | 11 | 16 | 6 | 64 | 123 | 54 | 16 | 11 | 96 | |

## SABINE-NECHES, TX

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | | | | 271 | 321 | 334 | | | | | | | 388 | 298 | 331 | 382 | 238 | | 256 | |
| FIRST QUARTILE | | | | 211 | 271 | 311 | | | | | | | 301 | 261 | 291 | 351 | 221 | | 231 | |
| MEDIAN | | | | 221 | 291 | 341 | | | | | | | 388 | 301 | 331 | 388 | 241 | | 241 | |
| THIRD QUARTILE | | | | 341 | 341 | 351 | | | | | | | 476 | 351 | 388 | 413 | 281 | | 281 | |
| NO. COMPANIES | | | | 4 | 4 | 3 | | | | | | | 3 | 3 | 4 | 7 | 5 | | 2 | |
| NO. EMPLOYEES | | | | 12 | 7 | 3 | | | | | | | 3 | 18 | 31 | 25 | 5 | | 12 | |

## TULSA, OK

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 301 | 349 | 367 | 288 | 375 | 315 | 248 | 250 | 326 | 208 | 209 | 274 | 285 | 298 | 337 | 402 | 270 | 247 | 312 | 269 |
| FIRST QUARTILE | 261 | 311 | 366 | 251 | 321 | 271 | 221 | 211 | 271 | 171 | 181 | 231 | 251 | 261 | 301 | 351 | 231 | 221 | 271 | 241 |
| MEDIAN | 291 | 311 | 366 | 281 | 366 | 301 | 251 | 241 | 321 | 201 | 201 | 261 | 261 | 301 | 331 | 388 | 271 | 251 | 321 | 281 |
| THIRD QUARTILE | 341 | 366 | 366 | 321 | 438 | 331 | 261 | 271 | 366 | 231 | 231 | 301 | 301 | 331 | 366 | 438 | 301 | 261 | 341 | 301 |
| NO. COMPANIES | 15 | 6 | 6 | 20 | 21 | 16 | 8 | 13 | 14 | 10 | 10 | 10 | 8 | 15 | 23 | 21 | 22 | 7 | 10 | 3 |
| NO. EMPLOYEES | 30 | 6 | 6 | 79 | 135 | 20 | 62 | 108 | 102 | 23 | 22 | 15 | 25 | 84 | 119 | 58 | 28 | 23 | 112 | 6 |

## WASHINGTON, DC

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 293 | 322 | 378 | 270 | 305 | 333 | 253 | 256 | 273 | 245 | 228 | 288 | 296 | 273 | 323 | 414 | 271 | 232 | 311 | 290 |
| FIRST QUARTILE | 251 | 281 | 351 | 251 | 281 | 311 | 231 | 241 | 231 | 211 | 201 | 241 | 261 | 231 | 261 | 351 | 251 | 191 | 291 | 261 |
| MEDIAN | 291 | 291 | 366 | 271 | 291 | 351 | 251 | 251 | 271 | 231 | 221 | 261 | 291 | 281 | 321 | 413 | 271 | 221 | 311 | 281 |
| THIRD QUARTILE | 331 | 388 | 413 | 281 | 321 | 351 | 261 | 281 | 311 | 271 | 241 | 301 | 321 | 311 | 388 | 476 | 301 | 271 | 341 | 311 |
| NO. COMPANIES | 9 | 9 | 8 | 9 | 9 | 8 | 3 | 8 | 7 | 5 | 10 | 6 | 9 | 9 | 8 | 9 | 9 | 7 | 6 | 8 |
| NO. EMPLOYEES | 32 | 18 | 9 | 72 | 84 | 22 | 10 | 119 | 113 | 17 | 37 | 10 | 14 | 280 | 176 | 86 | 41 | 22 | 222 | 26 |

## WINSTON-SALEM, NC

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 253 | 292 | 320 | 276 | 307 | 359 | 199 | 268 | 365 | 197 | 265 | 259 | 313 | 245 | 296 | 367 | 254 | 325 | 303 | 291 |
| FIRST QUARTILE | 221 | 281 | 241 | 231 | 271 | 281 | 191 | 221 | 251 | 191 | 201 | 181 | 251 | 201 | 271 | 281 | 201 | 251 | 251 | 191 |
| MEDIAN | 241 | 281 | 331 | 231 | 281 | 351 | 191 | 231 | 413 | 191 | 201 | 241 | 291 | 231 | 281 | 366 | 231 | 366 | 301 | 191 |
| THIRD QUARTILE | 281 | 301 | 388 | 321 | 301 | 476 | 201 | 366 | 438 | 191 | 388 | 321 | 341 | 261 | 311 | 476 | 271 | 388 | 311 | 501 |
| NO. COMPANIES | 8 | 3 | 3 | 9 | 13 | 8 | 5 | 11 | 13 | 3 | 5 | 6 | 8 | 12 | 11 | 15 | 16 | 6 | 10 | 3 |
| NO. EMPLOYEES | 43 | 30 | 3 | 44 | 37 | 18 | 26 | 85 | 114 | 13 | 14 | 12 | 8 | 184 | 127 | 71 | 26 | 18 | 48 | 3 |

# WESTERN UNITED STATES

## BAKERSFIELD, CA

| TOTAL ALL TYPES OF BUSINESS | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 300 | 324 | 382 | 264 | 325 | 289 | 286 | 250 | 308 | 244 | 263 | 318 | 319 | 306 | 357 | 427 | 261 | 251 | 246 | 279 |
| FIRST QUARTILE | 261 | 311 | 366 | 261 | 321 | 241 | 241 | 231 | 281 | 221 | 231 | 261 | 281 | 271 | 331 | 388 | 231 | 251 | 211 | 241 |
| MEDIAN | 301 | 311 | 366 | 261 | 321 | 291 | 301 | 251 | 291 | 241 | 261 | 341 | 291 | 311 | 366 | 413 | 261 | 251 | 241 | 261 |
| THIRD QUARTILE | 331 | 311 | 366 | 261 | 331 | 321 | 331 | 251 | 321 | 251 | 301 | 351 | 388 | 341 | 366 | 476 | 281 | 251 | 261 | 271 |
| NO. COMPANIES | 8 | 6 | 4 | 20 | 21 | 16 | 8 | 16 | 20 | 6 | 10 | 7 | 10 | 15 | 18 | 24 | 21 | 9 | 3 | 3 |
| NO. EMPLOYEES | 19 | 34 | 10 | 126 | 204 | 31 | 19 | 152 | 147 | 26 | 26 | 21 | 20 | 82 | 132 | 56 | 40 | 385 | 8 | 4 |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORD PROCESSING OPERATOR | SENIOR WORD PROCESSING OPERATOR | LEAD WORD PROCESSING OPERATOR | ACCOUNTING CLERK - LEVEL B | ACCOUNTING CLERK - LEVEL A | PAYROLL CLERK | CASHIER | GENERAL CLERK - LEVEL B | GENERAL CLERK - LEVEL A | FILE CLERK | MAIL CLERK | SHIPPING/RECEIVING CLERK | PURCHASING CLERK | SECRETARY - LEVEL B | SECRETARY - LEVEL A | EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST. | SWITCHBOARD OPERATOR/RECEPTIONIST | CLERK TYPIST | CUSTOMER SERVICE REPRESENTATIVE | PHOTOCOPY MACHINE OPERATOR |

## DENVER, CO

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 345 | 369 | 395 | 392 | 375 | 367 | 380 | 306 | 354 | 266 | 254 | 383 | 384 | 353 | 394 | 413 | 304 | 270 | 353 | 365 |
| FIRST QUARTILE | 301 | 351 | 341 | 331 | 331 | 341 | 301 | 211 | 281 | 231 | 211 | 321 | 331 | 291 | 341 | 388 | 221 | 241 | 261 | 241 |
| MEDIAN | 341 | 366 | 413 | 366 | 388 | 366 | 366 | 271 | 331 | 261 | 241 | 366 | 388 | 351 | 388 | 388 | 281 | 261 | 351 | 413 |
| THIRD QUARTILE | 388 | 438 | 438 | 476 | 413 | 413 | 476 | 413 | 438 | 291 | 281 | 476 | 476 | 388 | 438 | 438 | 351 | 291 | 413 | 476 |
| NO. COMPANIES | 11 | 8 | 6 | 16 | 19 | 13 | 5 | 14 | 18 | 11 | 11 | 6 | 5 | 13 | 20 | 22 | 19 | 8 | 9 | 4 |
| NO. EMPLOYEES | 35 | 11 | 8 | 184 | 150 | 26 | 122 | 131 | 336 | 195 | 44 | 54 | 49 | 114 | 179 | 167 | 52 | 196 | 114 | 9 |

## EUGENE, OR

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 284 | 325 | 336 | 305 | 356 | 354 | 268 | 281 | 286 | | | 373 | 296 | 319 | 350 | 365 | 283 | | 331 | |
| FIRST QUARTILE | 251 | 231 | 261 | 241 | 331 | 321 | 201 | 231 | 261 | | | 261 | 211 | 271 | 311 | 321 | 231 | | 251 | |
| MEDIAN | 281 | 281 | 281 | 261 | 351 | 351 | 301 | 271 | 281 | | | 388 | 251 | 321 | 351 | 366 | 261 | | 321 | |
| THIRD QUARTILE | 301 | 351 | 301 | 311 | 351 | 366 | 331 | 291 | 301 | | | 476 | 366 | 331 | 388 | 413 | 281 | | 388 | |
| NO. COMPANIES | 5 | 3 | 3 | 11 | 14 | 9 | 5 | 11 | 11 | | | 3 | 5 | 6 | 9 | 13 | 12 | | 9 | |
| NO. EMPLOYEES | 6 | 4 | 4 | 25 | 36 | 11 | 11 | 26 | 61 | | | 6 | 6 | 10 | 31 | 25 | 12 | | 24 | |

## LOS ANGELES, CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 312 | 348 | 427 | 291 | 325 | 342 | 312 | 234 | 269 | 184 | 231 | 325 | 326 | 321 | 366 | 426 | 258 | 246 | 320 | 247 |
| FIRST QUARTILE | 291 | 311 | 388 | 251 | 281 | 301 | 311 | 201 | 251 | 171 | 221 | 271 | 301 | 321 | 366 | 366 | 251 | 241 | 271 | 221 |
| MEDIAN | 291 | 351 | 438 | 261 | 311 | 366 | 311 | 221 | 251 | 171 | 221 | 281 | 301 | 321 | 366 | 438 | 251 | 241 | 331 | 231 |
| THIRD QUARTILE | 331 | 351 | 438 | 341 | 341 | 366 | 311 | 261 | 271 | 201 | 231 | 438 | 341 | 321 | 366 | 476 | 251 | 261 | 331 | 261 |
| NO. COMPANIES | 10 | 7 | 7 | 10 | 12 | 7 | 3 | 6 | 10 | 7 | 10 | 8 | 5 | 13 | 12 | 16 | 15 | 6 | 5 | 4 |
| NO. EMPLOYEES | 31 | 39 | 8 | 24 | 61 | 21 | 69 | 65 | 135 | 40 | 38 | 14 | 6 | 137 | 240 | 85 | 63 | 11 | 19 | 8 |

## OAKLAND/EAST BAY, CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 293 | 325 | | 298 | 263 | 281 | 244 | 261 | 272 | 241 | 251 | 256 | 287 | 334 | 343 | 367 | 269 | 270 | 353 | |
| FIRST QUARTILE | 281 | 321 | | 281 | 251 | 271 | 231 | 241 | 261 | 231 | 231 | 241 | 261 | 311 | 331 | 341 | 251 | 261 | 321 | |
| MEDIAN | 291 | 321 | | 301 | 261 | 271 | 241 | 261 | 271 | 241 | 261 | 251 | 281 | 331 | 341 | 351 | 271 | 271 | 351 | |
| THIRD QUARTILE | 301 | 321 | | 311 | 281 | 291 | 251 | 281 | 281 | 251 | 271 | 271 | 301 | 351 | 351 | 413 | 281 | 281 | 388 | |
| NO. COMPANIES | 10 | 6 | | 13 | 15 | 11 | 13 | 10 | 6 | 5 | 13 | 8 | 9 | 12 | 10 | 15 | 10 | 6 | 21 | |
| NO. EMPLOYEES | 73 | 10 | | 71 | 43 | 23 | 30 | 53 | 24 | 16 | 31 | 25 | 20 | 75 | 55 | 27 | 10 | 15 | 106 | |

## PHOENIX, AZ

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 267 | 271 | 323 | 247 | 325 | 307 | 266 | 221 | 256 | 200 | 220 | 310 | 276 | 281 | 307 | 379 | 249 | 231 | 281 | 246 |
| FIRST QUARTILE | 231 | 251 | 271 | 221 | 291 | 251 | 231 | 201 | 241 | 181 | 191 | 241 | 221 | 241 | 261 | 331 | 221 | 211 | 251 | 201 |
| MEDIAN | 251 | 261 | 321 | 241 | 321 | 291 | 261 | 211 | 251 | 201 | 211 | 301 | 271 | 281 | 301 | 366 | 241 | 221 | 271 | 221 |
| THIRD QUARTILE | 301 | 281 | 351 | 261 | 351 | 351 | 291 | 231 | 271 | 221 | 241 | 321 | 321 | 321 | 341 | 413 | 271 | 241 | 301 | 281 |
| NO. COMPANIES | 26 | 23 | 10 | 46 | 46 | 35 | 14 | 34 | 38 | 20 | 34 | 35 | 28 | 47 | 51 | 52 | 53 | 26 | 25 | 15 |
| NO. EMPLOYEES | 110 | 173 | 52 | 396 | 375 | 79 | 58 | 785 | 1002 | 81 | 130 | 165 | 81 | 702 | 1218 | 394 | 233 | 636 | 521 | 30 |

## PORTLAND, OR

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AVERAGE | 271 | 318 | 347 | 347 | 352 | 377 | 322 | 325 | 289 | 215 | 239 | 298 | 289 | 292 | 303 | 365 | 271 | 267 | 302 | 331 |
| FIRST QUARTILE | 241 | 271 | 311 | 261 | 281 | 281 | 261 | 221 | 231 | 181 | 191 | 261 | 241 | 251 | 261 | 331 | 221 | 201 | 251 | 311 |
| MEDIAN | 271 | 291 | 351 | 321 | 331 | 366 | 311 | 281 | 261 | 211 | 211 | 291 | 291 | 281 | 291 | 351 | 271 | 241 | 281 | 311 |
| THIRD QUARTILE | 281 | 388 | 366 | 413 | 438 | 501 | 366 | 476 | 331 | 241 | 271 | 331 | 331 | 321 | 341 | 388 | 321 | 301 | 311 | 388 |
| NO. COMPANIES | 22 | 15 | 6 | 36 | 36 | 30 | 6 | 27 | 37 | 20 | 24 | 15 | 13 | 26 | 34 | 37 | 38 | 16 | 16 | 4 |
| NO. EMPLOYEES | 79 | 44 | 12 | 187 | 143 | 80 | 15 | 704 | 909 | 55 | 68 | 46 | 25 | 210 | 355 | 199 | 62 | 115 | 181 | 6 |

## SALEM AREA, OR

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 273 | 305 | 310 | 266 | 314 | 308 | 250 | 209 | 254 | 219 | 220 | 309 | 322 | 292 | 263 | 321 | 239 | 268 | 262 | |
| FIRST QUARTILE | 251 | 291 | 241 | 241 | 291 | 261 | 261 | 181 | 231 | 201 | 211 | 291 | 271 | 241 | 241 | 291 | 221 | 251 | 221 | |
| MEDIAN | 281 | 301 | 301 | 261 | 311 | 301 | 261 | 211 | 261 | 211 | 221 | 311 | 311 | 291 | 261 | 331 | 251 | 261 | 251 | |
| THIRD QUARTILE | 291 | 321 | 388 | 291 | 331 | 341 | 261 | 231 | 281 | 231 | 221 | 331 | 366 | 331 | 281 | 351 | 251 | 281 | 281 | |
| NO. COMPANIES | 10 | 6 | 3 | 15 | 16 | 11 | 4 | 12 | 12 | 6 | 7 | 9 | 12 | 9 | 14 | 15 | 14 | 4 | 9 | |
| NO. EMPLOYEES | 276 | 13 | 3 | 194 | 200 | 20 | 17 | 1209 | 2483 | 54 | 13 | 110 | 14 | 69 | 1128 | 1671 | 40 | 86 | 29 | |

## SAN FRANCISCO, CA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 369 | 424 | 404 | 368 | 397 | 383 | | 323 | 314 | 237 | 281 | 324 | 337 | 352 | 389 | 450 | 327 | 303 | 292 | 331 |
| FIRST QUARTILE | 311 | 366 | 351 | 311 | 341 | 331 | | 261 | 281 | 191 | 241 | 291 | 321 | 301 | 351 | 413 | 261 | 261 | 241 | 261 |
| MEDIAN | 366 | 438 | 388 | 351 | 388 | 388 | | 301 | 311 | 231 | 271 | 311 | 321 | 351 | 388 | 476 | 331 | 291 | 291 | 366 |
| THIRD QUARTILE | 438 | 476 | 476 | 413 | 438 | 438 | | 388 | 351 | 291 | 321 | 321 | 331 | 413 | 413 | 501 | 366 | 341 | 331 | 366 |
| NO. COMPANIES | 10 | 9 | 6 | 13 | 14 | 10 | | 8 | 12 | 9 | 13 | 6 | 3 | 11 | 13 | 17 | 14 | 9 | 9 | 3 |
| NO. EMPLOYEES | 19 | 56 | 11 | 56 | 64 | 22 | | 109 | 97 | 116 | 64 | 9 | 5 | 100 | 124 | 76 | 36 | 54 | 492 | 3 |

## SAN JOSE, CA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 290 | 395 | 434 | 295 | 351 | 340 | 391 | 283 | 345 | 241 | 296 | 325 | 341 | 335 | 396 | 436 | 284 | 284 | 323 | 235 |
| FIRST QUARTILE | 251 | 351 | 388 | 251 | 311 | 281 | 341 | 251 | 321 | 211 | 251 | 301 | 281 | 311 | 366 | 388 | 251 | 231 | 281 | 221 |
| MEDIAN | 261 | 413 | 413 | 281 | 366 | 331 | 366 | 281 | 341 | 221 | 281 | 321 | 331 | 331 | 388 | 438 | 261 | 261 | 311 | 221 |
| THIRD QUARTILE | 311 | 438 | 501 | 321 | 413 | 388 | 476 | 301 | 366 | 251 | 351 | 366 | 388 | 366 | 439 | 501 | 291 | 291 | 351 | 261 |
| NO. COMPANIES | 11 | 13 | 4 | 19 | 20 | 20 | 7 | 19 | 20 | 11 | 13 | 15 | 15 | 16 | 20 | 27 | 27 | 9 | 10 | 6 |
| NO. EMPLOYEES | 55 | 31 | 5 | 78 | 113 | 41 | 19 | 163 | 197 | 43 | 23 | 37 | 25 | 138 | 160 | 112 | 50 | 24 | 88 | 13 |

## SEATTLE, WA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 280 | 329 | 333 | 283 | 355 | 307 | 213 | 308 | 312 | 243 | 218 | 273 | 339 | 269 | 318 | 395 | 257 | 224 | 307 | 290 |
| FIRST QUARTILE | 241 | 281 | 291 | 221 | 311 | 281 | 201 | 341 | 231 | 201 | 181 | 211 | 281 | 251 | 311 | 351 | 221 | 211 | 271 | 201 |
| MEDIAN | 281 | 341 | 311 | 281 | 388 | 301 | 221 | 341 | 321 | 241 | 211 | 251 | 341 | 251 | 321 | 388 | 251 | 221 | 291 | 251 |
| THIRD QUARTILE | 301 | 366 | 366 | 341 | 388 | 351 | 221 | 341 | 388 | 291 | 241 | 331 | 366 | 291 | 321 | 476 | 291 | 231 | 331 | 413 |
| NO. COMPANIES | 26 | 16 | 11 | 32 | 38 | 21 | 12 | 27 | 37 | 19 | 22 | 20 | 19 | 25 | 31 | 38 | 41 | 9 | 24 | 12 |
| NO. EMPLOYEES | 77 | 26 | 18 | 158 | 247 | 34 | 281 | 470 | 774 | 168 | 70 | 36 | 26 | 111 | 165 | 149 | 96 | 61 | 350 | 31 |

## SEQUOIA, CA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 340 | 399 | 436 | 309 | 353 | 417 | 268 | 266 | 296 | 244 | 281 | 290 | 305 | 348 | 415 | 443 | 310 | 267 | 390 | 291 |
| FIRST QUARTILE | 311 | 368 | 413 | 251 | 321 | 351 | 261 | 221 | 261 | 251 | 251 | 271 | 231 | 311 | 366 | 366 | 281 | 241 | 341 | 261 |
| MEDIAN | 366 | 413 | 438 | 301 | 321 | 388 | 261 | 301 | 271 | 251 | 261 | 271 | 311 | 351 | 413 | 476 | 301 | 261 | 388 | 281 |
| THIRD QUARTILE | 388 | 413 | 476 | 331 | 366 | 476 | 261 | 301 | 341 | 251 | 311 | 271 | 341 | 366 | 476 | 501 | 321 | 281 | 476 | 311 |
| NO. COMPANIES | 8 | 11 | 7 | 14 | 14 | 10 | 3 | 11 | 8 | 6 | 12 | 6 | 8 | 11 | 14 | 14 | 15 | 5 | 5 | 4 |
| NO. EMPLOYEES | 17 | 27 | 14 | 54 | 59 | 12 | 18 | 37 | 46 | 44 | 20 | 21 | 13 | 59 | 161 | 67 | 34 | 19 | 63 | 4 |

## STOCKTON, CA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | | | | 296 | 360 | 304 | | | 260 | | | | 245 | 284 | 338 | 437 | 233 | | 354 | |
| FIRST QUARTILE | | | | 271 | 321 | 271 | | | 271 | | | | 145 | 251 | 341 | 438 | 221 | | 291 | |
| MEDIAN | | | | 291 | 321 | 291 | | | 271 | | | | 201 | 281 | 341 | 476 | 241 | | 311 | |
| THIRD QUARTILE | | | | 291 | 438 | 321 | | | 271 | | | | 388 | 331 | 341 | 476 | 241 | | 476 | |
| NO. COMPANIES | | | | 5 | 6 | 4 | | | 4 | | | | 2 | 2 | 2 | 4 | 3 | | 3 | |
| NO. EMPLOYEES | | | | 10 | 11 | 4 | | | 27 | | | | 3 | 11 | 6 | 15 | 5 | | 9 | |

## TACOMA, WA

TOTAL ALL TYPES OF BUSINESS

| | JOB CATEGORY | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| AVERAGE | 252 | 271 | | 234 | 319 | 350 | 222 | 241 | 333 | 194 | 214 | 301 | 279 | 283 | 267 | 332 | 263 | 264 | 315 | |
| FIRST QUARTILE | 221 | 241 | | 211 | 261 | 271 | 211 | 201 | 241 | 181 | 191 | 261 | 251 | 231 | 221 | 251 | 221 | 201 | 291 | |
| MEDIAN | 231 | 261 | | 211 | 291 | 321 | 221 | 221 | 261 | 191 | 211 | 281 | 281 | 261 | 221 | 281 | 241 | 241 | 321 | |
| THIRD QUARTILE | 291 | 291 | | 251 | 366 | 438 | 231 | 241 | 501 | 211 | 241 | 331 | 321 | 321 | 321 | 476 | 281 | 351 | 351 | |
| NO. COMPANIES | 7 | 3 | | 7 | 9 | 8 | 2 | 4 | 5 | 2 | 5 | 4 | 7 | 6 | 9 | 9 | 11 | 3 | 5 | |
| NO. EMPLOYEES | 17 | 8 | | 87 | 30 | 10 | 56 | 9 | 12 | 3 | 7 | 5 | 9 | 18 | 76 | 47 | 17 | 12 | 28 | |

# Chapter Salary Surveys

## Conducted on Different Dates than the AMS Survey

**MONTREAL, PQ** — **Rates Effective January, 1985** — **Montreal Chapter, AMS Montreal Board of Trade**

| Job Category | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Average | – | 398 | – | 423 | 457 | 425 | – | 396 | 469 | 285 | – | – | – | 392 | 440 | 469 | 348 | 303 | – | – |
| First Quartile | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Median | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Third Quartile | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| No. Companies | – | 32 | – | 50 | 71 | 76 | – | 93 | 97 | 46 | – | – | – | 84 | 90 | 82 | 121 | 51 | – | – |
| No. Employees | – | 104 | – | 165 | 195 | 112 | – | 2,391 | 2,453 | 124 | – | – | – | 739 | 847 | 260 | 226 | 215 | – | – |

**TORONTO, ON** — **Rates Effective August, 1984** — **Toronto Chapter, AMS Toronto Board of Trade**

| Job Category | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Average | 334 | 373 | – | – | – | 398 | – | 281 | 387 | 290 | 260 | – | – | – | 351 | – | 334 | 282 | – | 299 |
| First Quartile | 310 | 340 | – | – | – | 390 | – | 250 | 340 | 260 | 225 | – | – | – | 320 | – | 290 | 250 | – | 250 |
| Median | 340 | 370 | – | – | – | 410 | – | 285 | 380 | 300 | 250 | – | – | – | 360 | – | 360 | 285 | – | 295 |
| Third Quartile | 350 | 400 | – | – | – | 430 | – | 320 | 430 | 320 | 290 | – | – | – | 380 | – | 380 | 310 | – | 330 |
| No. Companies | 280 | 136 | – | – | – | 441 | – | 526 | 685 | 272 | 370 | – | – | – | 517 | – | 693 | 244 | – | 91 |
| No. Employees | 1,255 | 251 | – | – | – | 2,398 | – | 4,966 | 6,856 | 2,109 | 913 | – | – | – | 5,048 | – | 2,524 | 1,338 | – | 165 |

## 1985-86 Office Salary Survey Conversion Chart

| WEEKLY | BI-WEEKLY | SEMI-MONTHLY | MONTHLY | ANNUALLY |
|---|---|---|---|---|
| UNDER 145 | UNDER 290 | UNDER 314 | UNDER 628 | UNDER 7,540 |
| 145 - 155 | 290 - 310 | 314 - 336 | 628 - 672 | 7,540 - 8,060 |
| 156 - 165 | 312 - 330 | 338 - 358 | 676 - 715 | 8,112 - 8,580 |
| 166 - 175 | 332 - 350 | 360 - 379 | 719 - 758 | 8,632 - 9,100 |
| 176 - 185 | 352 - 370 | 381 - 401 | 763 - 802 | 9,152 - 9,620 |
| 186 - 195 | 372 - 390 | 403 - 423 | 806 - 845 | 9,672 - 10,140 |
| 196 - 205 | 392 - 410 | 425 - 444 | 849 - 888 | 10,192 - 10,660 |
| 206 - 215 | 412 - 430 | 446 - 466 | 893 - 932 | 10,712 - 11,180 |
| 216 - 225 | 432 - 450 | 468 - 488 | 936 - 975 | 11,232 - 11,700 |
| 226 - 235 | 452 - 470 | 490 - 509 | 979 - 1,018 | 11,752 - 12,220 |
| 236 - 245 | 472 - 490 | 511 - 531 | 1,023 - 1,062 | 12,272 - 12,740 |
| 246 - 255 | 492 - 510 | 533 - 553 | 1,066 - 1,105 | 12,792 - 13,260 |
| 256 - 265 | 512 - 530 | 555 - 574 | 1,109 - 1,148 | 13,312 - 13,780 |
| 266 - 275 | 532 - 550 | 576 - 596 | 1,153 - 1,192 | 13,832 - 14,300 |
| 276 - 285 | 552 - 570 | 598 - 618 | 1,196 - 1,235 | 14,352 - 14,820 |
| 286 - 295 | 572 - 590 | 620 - 639 | 1,239 - 1,278 | 14,872 - 15,340 |
| 296 - 305 | 592 - 610 | 641 - 661 | 1,283 - 1,322 | 15,392 - 15,860 |
| 306 - 315 | 612 - 630 | 663 - 683 | 1,326 - 1,365 | 15,912 - 16,380 |
| 316 - 325 | 632 - 650 | 685 - 704 | 1,369 - 1,408 | 16,432 - 16,900 |
| 326 - 335 | 652 - 670 | 706 - 726 | 1,413 - 1,452 | 16,952 - 17,420 |
| 336 - 345 | 672 - 690 | 728 - 748 | 1,456 - 1,495 | 17,472 - 17,940 |
| 346 - 355 | 692 - 710 | 750 - 769 | 1,499 - 1,538 | 17,992 - 18,460 |
| 356 - 375 | 712 - 750 | 772 - 813 | 1,543 - 1,625 | 18,512 - 19,500 |
| 376 - 400 | 752 - 800 | 815 - 867 | 1,629 - 1,733 | 19,552 - 20,800 |
| 401 - 425 | 802 - 850 | 869 - 921 | 1,738 - 1,842 | 20,852 - 22,100 |
| 426 - 450 | 852 - 900 | 923 - 975 | 1,846 - 1,950 | 22,152 - 23,400 |
| 451 - 500 | 902 - 1,000 | 977 - 1,083 | 1,954 - 2,167 | 23,452 - 26,000 |
| OVER 500 | OVER 1,000 | OVER 1,083 | OVER 2,167 | OVER 26,000 |

## *Other AMS salary surveys to help you keep the lid on turnover*

As you well know, hiring and training new employees is a costly operation that often represents double or triple the cost of regular pay raises to existing employees. By keeping turnover low, you can increase your firm's profits in both time and dollars.

To help you with this task, AMS offers two valuable publications that provide you with conclusive answers to your salary and benefit questions. These guides will help you stay competitive with other companies in your business and region.

- **Systems and Processing Salaries Report —** presents annual base compensation for 20 key exempt and non-exempt positions in the data processing field. It reports on 57,479 employees in over 2,300 companies in 114 major cities throughout the United States and Canada. The report also presents information on job descriptions, recruiting, training, compensation and benefits. *Price: $100 ($60 to AMS members.)*

- **Guide to Management Compensation —** presents annual base compensation for 20 carefully selected mid-level management positions. Fifteen are general administrative positions and five are plant or factory related. Additional information is provided on up-to-date personnel policies and benefit practices. Data is given on hours of work, paid holidays and vacations, and policies on payment of group life insurance, hospitalization, major medical, optical care, legal services and other benefits. *Price: $100 ($60 to AMS members)*

**To order** these personnel management tools, contact Kay Schneider, Administrative Management Society, 2360 Maryland Road, Willow Grove, PA 19090; 215-659-4300.

**ANNOUNCING REVISED MANUAL**

# A Wage and Salary Program Without a Consultant?

***YES!*** The newly revised **"How to Install and Administer a Wage and Salary Program"** from AMS is the small- and medium-sized firm's answer to establishing an equitable wage and salary program **without a consultant.** This step-by-step manual leads you through the necessary procedures commonly used by many companies to establish a pay structure and fair rates for jobs.

With the manual, a firm's own human resources manager or department can implement a sound wage and salary program that will **comply with current government compensation regulations.**

The manual has been **completely revised** by Robert A. Paynter, manager of compensation planning, The Coca-Cola Company, Atlanta, to reflect new concerns in wage and salary programs. The manual updates and expands many of the original chapters. In addition, a new chapter offers principles of performance appraisal and merit increase programs, and there is a discussion of the comparable worth issue.

The manual highlights:

- benefits of installing a wage and salary program
- step-by-step procedures
- job description, evaluation, rating
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The original manual was written by Dr. Byron L. Svetlik, a management consultant with years of experience in the installation and administration of wage and salary programs for industry, education and government.

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